

MANDI HIMLAN

CONTACT

- +1 (508)212-0453
- MandiHimlan@gmail.com
- Massachusetts

PROFILE SUMMARY

Aspiring UI Designer with a desire to collaborate with a team to create great products. Diverse background with excellent people skills. Proven ability to effectively multi-task and manage priorities in a fast-paced environment. Seeking position in an organization that values a hard-working team member.

EDUCATION

- 1993 - 1998
UNIVERSITY OF MASSACHUSETTS,
AMHERST
 - Bachelor of Science, Human Nutrition
- 2024 - 2025
CAREER FOUNDRY
 - UI Design Certification

SKILLS

- UI Design
- Basic HTML & CSS
- Wireframing
- Prototyping
- Mockups
- Style Guides
- Accessibility

TOOLS

- Figma
- Canva
- Visual Studio Code
- Slack
- GitHub
- Google Suite
- Microsoft Office

WORK EXPERIENCE

Earthwork Industries, Inc. **2007 - PRESENT**
Office Manager/Project Coordinator - Part Time

- Work closely with President supporting all aspects of the environmental contracting business.
- Extensive knowledge and execution of complex AIA invoicing for commercial construction projects.
- Work closely with clients to obtain purchase orders and coordinate paperwork for job initiation.
- Prepare Workers Compensation yearly audits for insurance carrier. Engage daily with insurance company to obtain Certificates of Insurance and keep policies up to date.
- Plan on and off site employee training sessions.
- Handle HR functions, Accounts Payable / Receivable, payroll.
- Maintain all office equipment, technology, files and supplies.

Industrial Defender (Verano) **2004 - 2007**
Office Administrator

- Worked closely with Executive Management Team in support of company's cyber security solutions.
- Tracked and reported monthly Sales commission earnings for CFO.
- Prepared/assisted Marketing Manager with quarterly newsletters, web conferences, mailings and internet research.
- Maintained current documentation on company's website/employee intra-web, confidential employment, payroll, benefits files. Prepared semi-monthly payroll for US and Canada offices.
- Responsible for Accounts Payable.
- Coordinated meeting and travel logistics.
- Provided initial point of contact for callers, visitors and corporate email inquiries. Maintained office and office equipment; communicated with landlord and vendors as needed.

MANDI HIMLAN

WORK EXPERIENCE CONTINUED...

Accenture - Institute for High Performance Business

2000 - 2004

Executive Assistant / Office Manager

Executive Assistant Responsibilities:

- Supported two Associate Partners/Senior Research Fellows.
- Managed three executive calendars in Microsoft Outlook.
- Performed internet research and analysis.
- Arranged conference calls, video conferences, domestic/international travel, face to face meetings.

Office Management Responsibilities:

- Established new contractor accounts including, preparing written contractor agreements, coordinating laptop rentals, arranging network access, enabling phone accounts and being a direct point of contact.
- Prepared/submitted vendor invoices to AP and followed through to ensure payment in a timely manner.
- Operated and maintained technical video/audio conferencing system. Organized training for office employees. Arranged meetings and events in Cambridge location.

NEPTCO, Incorporated

1999 - 2000

Temporary Office Position

- Created and maintained current product line data sheets utilizing Adobe PageMaker.

Boston Children's Hospital

1998 - 1999

Administrative Associate - Urology Department

- Scheduled and coordinated physician's daily activities and arranged patient appointments.

INTERESTS

- Fitness
- Nutrition
- Reading

REFERENCES

- Available upon request
-



MANDI HIMLAN

To Whom it May Concern,

Recently I came across your posting for the Executive Assistant to the CEO and wanted to reach out to share my interest and credentials. I have over 25 years experience in administration with people at all organizational levels.

What I've learned from working in administration is that it's essentially mastering the art of connecting with others. The work has taught me that success comes from building strong relationships—because when you can collaborate and connect with your coworkers, there's no challenge you can't tackle.

Please see my attached resume. If you think I might be a good fit I'd love to hear from you.

Thank you for your consideration.

Mandi Himlan