

MANDI HIMLAN

CONTACT

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- Massachusetts

PROFILE SUMMARY

Highly trustworthy, motivated and energetic administrative professional with over 27 years of experience in office administration and project support. 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

- Accounting
- HR Functions
- Travel Coordination
- Calendar Management
- Event Planning
- Basic HTML & CSS
- UI Design

TOOLS

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

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.

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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
- Shopping

REFERENCES

- Available upon request
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