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### **Executive Assistant – Administrative Support**

A personable, dynamic Executive Assistant with experience providing C-Level administrative support, ensuring projects are completed on time and with high confidentiality. Highly self-motivated, extremely organized with the ability to perform office management, data management, while creating a warm, welcoming environment for clients.

- Supported members of the Executive team, Board of Directors, and Shareholders by immediately and accurately fulfilling administrative and business and personal needs.
  - Managed and maintained CEO's calendar-scheduled appointments, planned and organized meetings, teleconferences and domestic/international travel.
  - Enhanced communication between staff and executive team, fostering a sense of teamwork and collaboration.
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### **AREAS OF EXPERTISE**

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|---------------------------|---|--|
| • Calendar Management     | • Event Planning and Oversight              | • Minute-taking                          |
| • Appointment Scheduling  | • Executive Travel & Itinerary Arrangements | • Research and Reporting                 |
| • Executive Support       | • PowerPoint Presentation                   | • Expense Reporting and Basic Accounting |
| • Client/Customer Service |   | • Database Management                    |
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### **PROFESSIONAL HISTORY**

#### **ATANE Consulting (f/k/a HAKS), New York, NY**

##### **Executive/Personal Assistant to the President/CEO**

**(May 2018) – (February 2020)**

- Working directly with the Management Team, Internal team members, and Board of Directors to schedule critical quarterly meetings, dinners, events, calls, etc.
- Worked with/made Excel spreadsheets & PowerPoint presentations.
- Anticipated and prepared materials needed by the team members(s) for conferences, correspondence, appointments, meetings, telephone calls, etc.
- Applied for Minority Business Enterprise and Small Business Enterprise Certifications for four corporations, solidifying five certifications.
- Managed calendar scheduling, coordinated and sat-up teleconferences for board and management meeting.
- Minutes taker for Chairman and Secretary of the Board of Directors and for the Staff Operations Meetings.

#### **HAKS Engineers, Architects and Land Surveyor's DPC (d/b/a HAKS), New York, NY**

##### **Executive/Personal Assistant to the Chairman, and President/CEO**

**(April 2005) – (May 2018)**

- Delivered firsthand support to the Chairman, President & CEO, as well as the Chairman of the Board.
- Maintained calendar scheduling for senior leaders – scheduled business and personal appointments, planned and organized meetings, teleconferences, and domestic travel developing itineraries and agendas; including air travel; ground transportation; and lodging for business and vacation travel.
- Sat in on meetings with Chairman/CEO, took minutes, establish action items, streamlined workflow, created follow up materials and presentations.
- Supervised the Corporate Driver and the Executive Administrative Assistant.
- Orchestrated and oversaw the logistics of multi-year corporate events with a budget of \$200,000 attended by approximately 400 people for 13 years including Catering, A/V, and Entertainment.
- Arranged and coordinated speaking events accepted by the C-Suite Executives, including travel arrangements.
- Worked with/made Excel spreadsheets & PowerPoint presentations.
- Recouped \$25,000 of lost revenue for a non-profit industry event and continued to plan the event for 13 years.
- Collaborated and conveyed messages with bank managers, accountants, lawyer and insurance companies for the Chairman.

**HAKS Engineers, Architects and Land Surveyors, PC (d/b/a HAKS), New York, NY**  
**Administrative Assistant to two Departments Sr. Vice Presidents** (November 2000) – (April 2005)

- Coordinated meetings and maintained schedules.
- Performed research and general information gathering using the Internet.
- Composed and proofread contracts, proposals and bid documents.
- Supervised general department operations and purchased supplies and office equipment.
- Prepared ad hoc reports for other senior management to aid strategic planning.
- Transcribed meetings and telephone messages.

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**EDUCATION**

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Bachelor of Science in Business - University of Phoenix (Online), NY, NY (May 2011-March 2015)  
Associate of Arts in Business Management - Borough Manhattan Community College, NY, NY (May 2002)

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**ADDITIONAL CREDENTIALS**

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**Tech Skills:**

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher), Google Calendar, Google Docs, Dropbox, Deltek T&E Vision, Typing 60 wpm, I-Pad/I-Phone, Familiarity with Zoom

**Personal Development:**

Professional Administrative Certification of Excellence  
Certified Administrative Professional  
ExpertRating certification for Time Management  
Membership in The National Society of Leadership and Success (NSLS)

**Organizations:**

The PA Club  
The Association of Executive and Administrative Professionals (AEAP)  
International Administrative Assistant Professional (IAAP)