Rosaline Y. Gibbons

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Executive Assistant

*Highly organized and dedicated professional with 20 years of experience providing comprehensive administrative support to high level executives, board of directors, shareholders, and members of senior management.*

— Key Qualifications —

* Proven record of success in calendar management, travel/itinerary arrangement, meeting/event coordination, agenda/minutes preparation, database management, and report generation.
* Expertise in managing smooth-running operations and revamping administrative processes to improve efficiency/productivity and achieve organizational objectives.
* Detailed-oriented individual with a sense of diligence and aptitude to effectively accomplish multi-task assignments within stringent deadlines; demonstrating top-level organization, leadership, communication, and presentation skills.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Publisher), Google Calendar, Google Docs, Dropbox, Deltek, T&E Vision, and Zoom.

Professional Experience

ATANE Consulting (Formerly HAKS Engineers, Architects and Land Surveyor’s DPC), New York, NY

**Executive/Personal Assistant to the President/CEO,** 11/2000 to 2/2020

Engaged with internal and management team, along with board of directors to schedule and coordinate quarterly meetings, dinners, events, and conference calls. Exhibited active contribution in staff operations meetings; drafted agendas, recorded minutes for chairman and secretary of the board of directors, and followed up on action items to increase meeting efficiency. Facilitated senior leaders by maintaining calendar and scheduling business/personal appointments. Managed all travel arrangements for C-suite executives to attend speaking events. Assisted in the development of Excel spreadsheets and PowerPoint presentations.

***Selected Contributions:***

* Credited with arranging and managing scholarship fundraising dinners and multi-year corporate events with a total budget of $200K that attended by approximately 400 people (Catering, A/V, and Entertainment) for 13 years.
* Designed and delivered PowerPoint presentations with Logos of 20 firms donating toward fundraising dinners.
* Recognized for recovering $25K lost revenue for a non-profit industry event.

Educational Background

**Bachelor of Science in Business, 2015** | University of Phoenix (Online), NY, NY

**Associate of Arts in Business Management, 2002** | Borough Manhattan Community College, NY, NY

**Professional Development**

Professional Administrative Certification of Excellence | Certified Administrative Professional Expert | Rating Certification for Time Management

**Professional Association**

Member, National Society of Leadership and Success (NSLS) | The PA Club | The Association of Executive and Administrative Professionals (AEAP) | International Administrative Assistant Professional (IAAP