Yolanda Cazessú

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**Qualifications Profile**

* **Administrative Support:** Proven record of success providing outstanding managerial support to senior executive, while streamlining operations and attaining organizational success.
* **Operations Management:** Expert at overseeing supplies, logistics, contract administration, and resource allocation; ability to develop and execute strategic processes to optimize overall performance.
* **Superior Customer Service:** Skilled in delivering an exceptional level of service and support, while consistently completing work ahead of schedule to propel firm productivity and customer satisfaction.
* **Team Building & Leadership:** Forward-thinking leader with tactical and strategic vision, keen bottom-line focus, and verifiable success in enhancing efficiency and maximizing results.
* **Communication & Relationship Building:** Able to build and maintain strong working relationships with staff/senior management through exceptional interpersonal and communication skills. Multilingual in Spanish and English.

**Professional Experience**

Barri Electric Company, Inc., San Francisco, CA

**Project Associate/Senior Executive Assistant/Operations Manager** (5/2017 to Present)

Manage a wide range of tasks, such as responding to phone calls, contacting IT support when needed, ordering office supplies, obtaining membership from various vendors, reviewing correspondence. Evaluate the performance of all subcontractor projects during four out of the five phases, including tracking all projects RFI'S, RFQ'S, and change orders. Coordinate workforce for all job sites through union halls. Formulate all subcontractor bids and bid forms for stakeholders and sponsors. Organize training sessions related to safety and equipment to ensure all operations performed by crewmembers in compliance with OSHA 300/300A standards. Render exceptional general administrative support to both president and office manager, including preparing gross tax receipt/material invoices and drafting all small business enterprise filings for business licensing.

*Key Achievements:*

* Recognized for supervising all aspects of construction project management from start to finish worth of $2.5M.
* Played an integral role as an office assistant by implementing a billing database, coordinating all safety training, and preparing all contracts and material invoices above over 500K a month.

Insight Resource Group, Orinda, CA

**Account Manager** (5/2015 to 10/2016)

Planned, launched, and managed innovative marketing campaigns for wine and spirit companies. Acquired universal product codes to prepare coupons for redeemability, while obtaining authorization from various state alcohol and beverage control boards. Served as the main point of contact between the internal design department and client’s senior trade marketing managers.

*Key Achievements:*

* Successfully delivered over 400 orders that increased sales with over $600k yearly.
* Are there any accomplishments in #? Alternatively, any figure in %? Which can be enlisted here.

R&D Advertising Services, LLC – Oakland, CA

**Manager/Senior Executive Assistant/ (ABP)** (5/2014 to 4/2015)

Assisted CEO by managing all office operations, including business marketing, expenses, and contracts. Steered all activities of call centre great support team and locksmith subcontractors. Tracked content’s success by evaluating organic and paid per click online traffic using Google Analytics results. Managed WordPress platform for website development and administrative tasks.

*Key Achievements:*

* Credited with developing email-marketing campaigns for several districts.
* Please share your proudest accomplishments of this role, which set you apart from the rest.

**Career Gap - Reason?** (5/2010 to 4/2014)

Public Health Institute – Oakland, CA

**Administrative Assistant** (6/2009 to 4/2010)

Provided administrative support to a high performing team of eight program staff, including formulating expense reports and recording financial transactions. Oversaw HR hiring practices and ensured contractors completed all hiring documentation with proper security clearance.

*Key Achievements:*

* Could you elaborate further on the accomplishments related to this position?

*Additional experience as* ***Risk Consultant, Associate Project Manager, and Senior Executive Assistant/Administrative Business Partner to SVP*** *at Washington Mutual, Inc., as* ***Senior Program Assistant*** *at Environmental Defense Fund*

**Professional Development**

IASSC Certified Lean Six Sigma Green Belt

USDOL/OSHA 30-Construction Certified

SEO/PPC Marketing Courses