**YOLANDA CAZESSÚS**

(510) 384-4053 [ycazessus@gmail.com](mailto:ycazessus@gmail.com)

**PROFILE –** A successful professional with 15 years of combined transferable experience as a Senior Executive Assistant to C-Suite, including Chief of Staff to major programs and, 9 years of increasing management and project management duties. My strengths include strong executive assistant support, customer success, building trusting relationships, interpersonal skills, marketing, creative critical thinking, leadership, time management and project management.

**Fluent in Spanish and English Languages**

**PROFESSIONAL EXPERIENCE**

**Barri Electric Company, Inc., San Francisco, CA May 2017-Present**

**Project Associate/Senior Executive Assistant/Operations Manager**

**Project Associate/Senior Executive Assistant**

* Coordinate all office necessities such as, answer and transfer calls, contact IT support when needed, order office supplies, obtain membership from various vendors, review and prepare correspondence. Provide additional support on ad-hoc basis.
* Attend meetings in absence of president.
* Attend jobsite pre-construction meetings.
* Liaise between President and General Contractors, General Foreman and Union Halls.
* Prepare all subcontractor bids and bid forms under the direction of the president for stakeholders or sponsors.
* Manage all subcontractor projects during four out of the five phases of a project: planning, execution, project monitoring and control, and closure of project.
* Coordinate manpower for all jobsites through union halls.
* Coordinate blood testing for any jobsite hazardous exposure and drug testing requirements.
* Coordinate equipment training and certification for crew.

**Business Continuity Responsibilities/OSHA Compliant**

* Manage all safety training.
* Prepare all OSHA Compliance 300/300A reporting.
* Manage Business Continuity Plans per project requirements.
* Prepare all project safety plans.

**Operation Manager/AP&AR**

* Provide general administrative support to both President and Office Manager.
* Complete all Small Business Enterprise filings for business licensing.
* Prepare Gross Tax Receipt Filings.

**Accounts Receivable/Accounts Payable**

* Prepare and generate all progress billings and time and material invoices
* Print all receivables and aging reports.
* Develop and update Schedule of Values.
* Input all monthly vendor invoices into accounting tool.
* Prepare field employee payroll.
* Responsible for imputing all monthly payroll reports to Workman Comps platform.

**Insight Resource Group, Orinda, CA May 2015 to Oct 2016**

**Account Manager** for Alcohol and Beverage Marketing Industry

* Managed all wine coupon marketing campaigns for wine and spirit companies.
* Processed over 400 sales orders with over $600k in yearly sales.
* Prepared coupons for redeemability, by obtaining universal product codes, and obtained authorization from various State Alcohol and Beverage Control Boards.
* Liaise between internal design department and client’s Senior Trade Marketing Managers.

**R&D Advertising Services, LLC – Oakland, CA May 2014-April 2015**

**Manager/Senior Executive Assistant/(ABP) -** Online Marketing startup company **–** Service Industry

* Senior Executive Assistant to CEO.
* Managed all office responsibilities, including business marketing, track business expenses, review marking contracts.
* Managed call center great support team and locksmith subcontractors.
* Analyzed organic and paid per click online traffic using Google Analytics results.
* Web content writer for service industry sites to improve rankings.
* Managed Word Press platform.
* Developed mail marketing campaigns for several districts.

**Public Health Institute – Oakland, CA June 2009 - April** **2010**

**Administrative Assistant** Support person for a team of 8 Program Staff

* + General administrative duties, to include preparing expense reports for program persons; created and recorded financial transactions on program budget analysis spreadsheet.
* Responsible for HR hiring practices; included, ensuring contractors completed all hiring documentation; obtain proper security clearance and set up IT computer access for all new hires.

**Washington Mutual, Inc. –** San Francisco, CA **July 2005-July 2009**

* **Risk Consultant July 2007 – January 2009**
* Supported SOX control testing, including user access reviews.
* Internal Audit Liaise between Internal Audit (Ernst and Young) and SME, Card Services Technology.
* Supported Business Continuity programs by ensuring that Disaster and Recovery plans were in place.
* Managed various projects and Operational Excellence work efforts, including scheduling, tracking tasks, acquisition of resources, task assignments, cost and time tracking.
* **Associate Project Manager July 2006 – July 2007**
* Supported Business Continuity program during all 5 phases of the Continuity Assurance program (planning, risks, alternative, implement and testing).
* Incorporated OCA-Business Continuity.
* Managed (EAP) OSHA Emergency Preparedness Standards for over 1600 employees in our Pleasanton and San Francisco offices.
* Trained others in risk management OCA tool (RiskView)
* Responsible for driving, tracking and managing efforts and results within Business Continuity and Security projects, such as Laptop Encryption.
* **Senior Executive Assistant/Administrative Business Partner to SVP July 2005 – July 2006**
* Coordinated all travel, hotel reservations and transportation.
* Coordinated meetings, assignments and prepared agendas and meeting travel binders.
* Managed meetings and team building events to accommodate 15 to 250 employees.
* Disseminate project materials to stakeholders.
* Tracked and reported the status of projects, assignments, with team leads and key managers.
* Reconcile and tracked all expense reports and uploaded information into Pronto System.

**Environmental Defense Fund**

**Senior Program Assistant** – to Founder, Regional Director and Program Team **July 2000-July 2005**

* Managed daily operations for Founder and California Regional Director.
* Planned high profile meetings, events, reserve site locations, invitation mail outs, and managed guest list.
* Met general administrative duties, including reconciling expense reports in support of eight senior staff members, created and maintained a monthly comprehensive financial plan spreadsheet
* Developed and managed regional media database for Water, Air Pollution, Transportation, programs.
* Acting supervisor with extensive experience with front and back office operations.
* Mentor for new hires with office procedures, software, equipment and welcomed them to the team.
* Trained, coached and guided other senior team and administrative staff.

**Education**

* IASSC Certified Lean Six Sigma Green Belt
* USDOL/OSHA 30-Construction Certified
* Heald College - Business, San Francisco, CA
* SEO/PPC Marketing courses

**Special Recognitions**

* Transcribed and prepared the release of:

\*Environmental Defense's, Paradise Regained, Solutions Restoring Yosemite's Hetch Hetchy Valley report with special recognitions

\*Smaller, Closer, Dirtier - DIESEL BACKUP GENERATORS IN CALIFORNIA

\* Passage of California Car Bill AB 1493 (Pavely Bill).