

Joan G. Burgess
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OBJECTIVE

Bring energy, leadership and personal commitment to a company. Enthusiastic and highly motivated individual with strong initiative and a variety of work and volunteer experience, including: communication and presentations, event planning and organizational responsibilities, customer service, office administration, and Board governance. Strengths are: energy, leadership, team building, personal commitment and ability to multi-task, manage time and work well under pressure. Technically proficient, motivated and self directed.

WORK EXPERIENCE

Office Manager/Personal Assistant to the President: WABurgess Management Consulting, Litchfield, CT, 2001 – Present

Work directly with the President – responsibilities include:

- Coordinate travel arrangements as necessary and process associated expenses
- Manage/coordinate calendars and meeting preparation, and including scheduling meetings, and equipment arrangements
- Correspondence and general office administration
- Professionally answer telephone calls and responding to routine questions
- Communicate incoming and outgoing e-communications on behalf of the President
- Preparation of PowerPoint presentation materials
- Manage financial spreadsheets
- Responsible for expense reports, insurance filings and billing
- Project management
- Website maintenance
- Work in both profit and non-profit organizations
- Schedule and organize fundraisers
- Social networking communication
- Work with both PC and MAC

Personal Assistant: Miller Associates, Westport, CT – Prior 2001

Flight Attendant: Trans World Airlines, New York, NY – Prior 2001

Receptionist/Public Relations: McDonnell Douglas, Long Beach, CA – Prior 2001

TRAINING/TECHNICAL SKILLS

Proficiency in Word, Excel, PowerPoint, Publisher, Outlook and QuickBooks

EDUCATION

1961–1963 Liberal Arts Studies Shasta College, Redding, CA
2006 Financial Transformation and Renewal Program The Center on Philanthropy at Indiana University

VOLUNTEER AFFILIATIONS

Development Officer	Litchfield Hills Food systems, Inc. (2009 – present)
Volunteer coordinator	Litchfield Hills Farm Fresh Market (2008 – present)
Recording Secretary, Exec Comm.	Litchfield Garden Club (2010 – present)
Chairperson	United Church Christ Conference Board of Directors