**E L E S E  T A Y L O R**

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**Experience**

**Pratt & Whitney-East Hartford / Middletown Sites – 2007-present**

**Analyst/ Executive Assistant / Engineering Assistant**

* Assist the Director/Chief, Deputy, Engineers and staff with the following duties:
* Heavy calendar scheduling for multiple calendars on a daily basis using outlook
* Run Reports in SAP
* Assist with the Budget Planning/EVMS/Financial data
* Prepare the Ace Reports- Preliminary and Final for the Manager of GSE, monthly
* Organize and Update the Main Ace Boards for five business units, Monthly
* Schedule safety meetings and prepare presentations
* Prepare Quarterly Review presentations
* Handle F117 Revision Manual updates/Export paperwork/legal documents
* Assist new hires, moves, transfers and overall set up
* Submit Plant Maintenance Requests when needed
* Book and organize conference rooms
* Plan catering orders for large groups
* Process expense reports/assist with Travel
* Enter data into excel, create spreadsheets, work with formula’s, tables and charts
* Edit, format and create power point presentations
* Conduct monthly Ace Audits, as well as handle and organize confidential information
* Update the organizational charts for five business units
* Work with Microsoft word: tables, charts, headers, footers, and type memos.
* Manage office supplies, incoming and outgoing mail as well as phone coverage

**University of Hartford        Department of Architecture Hartford CT 2005-2007**

**Executive Administrative Assistant**

Assist the Chair of Architecture, as well as six full time faculty and eight adjuncts with all administrative responsibilities, which include the following:

Preparation of the Annual Report (NAAB) and whole visit scheduling

Schedule meetings, travel arrangements, take and type minutes at department meetings.

Assist students with registrations, forms, curriculum audits, tuition Waivers, Assistantships.

Process Adjunct Faculty contracts, hiring, signatures

Organize and maintain the Financial Budget and Student Banner

Maintain the studio/facility/supplies; coordinate tours, field trips and activities

Maintain the Architecture website, as well as the preparation of conferences and receptions

Work with audio and media technology. Assist other Administrative Assistance when necessary

Have full computer knowledge, Word, Excel, Outlook Express and PowerPoint (posters, flyers)

Attend regular training classes, computer and banner training on a regular basis

**Bayer Pharmaceutical -West Haven CT -1997-2005**

**Senior Administrative Assistant**

* Supervise multiple calendars daily by using Lotus Notes and Net Calendar.
* Organize and prepare meetings, take minutes, prepare travel arrangements
* Input purchase orders in the SAP system.
* Create spreadsheets using Excel daily, heavy customer contact and public relations, data entry, typing and filing
* Creation and distribution of letters and other correspondences, greeting new applicants, orientation and tours
* Organizing personnel files and daily data processing, heavy phone coverage and public relations
* Conduct candidate reference checks
* Schedule and coordinate united way kick off Luncheons for five departments

**Skills:**

Proficient in PowerPoint, Word, Excel, Access, SAP, Outlook and Internet Navigation

Excellent organizational and time management skills

Ability to multitask and work independently

Excellent presentation, interpersonal and communication skills

Intermediate Web design and application

**Education:**

Knightsbridge College of Arts and Sciences London, England

Major: Pharmacy Technician (2 Years) Certificate

Middlesex Community College Middletown, CT

Intro to Business 101, Small Business Management, Internet Marketing

Principals of Banking and Bookkeeping 101 (credits)

Morse School of Business- Hartford, CT

Associate Degree in Business Office Administration