# Objective

To develop my understanding and experience in excellent service to clients for a professional environment.

# Professional Profile

1. Hardworking, motivated, and integrity driven individual; always looking to challenge myself professionally and personally.
2. Extremely organized with high attention to detail and seeing projects through to completion.
3. Excellent team member who committed to improving performance and productivity.
4. Fast learner who is prepared to apply acquired knowledge to all aspects of the organization’s operation.
5. Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and familiar with Access as well as Adobe).

# Education

# Liberty University: Lynchburg, VA – Business Management, 2012

Norwich Free Academy: Norwich, CT - Fine Arts and general academics, 2002

# Professional Experience

## Senior Compliance & Healthcare Associate, *Columbus Circle Investors*, Stamford, CT 2006 – 2011

1. Coordinating and managing all domestic and international travel and subsequent details for all executives
2. Creating detailed itineraries and meeting agendas
3. Creating and maintaining organizational systems (both electronic and paper files)
4. Creating monthly and quarterly reports for both internal and external purposes
5. Managing multiple information databases and Excel workbooks for compliance purposes and SEC reporting
6. Responsible for collecting, distributing, and tracking all legal forms throughout the company

Professional correspondence with investors

1. Manage calendars and appointments for executives and keep them abreast of their upcoming appointments
2. Assist executives with their own legal reporting as well as expense reports

*Promotions*

1. Senior Compliance & Healthcare Associate 2010 - 2011
2. Compliance & Healthcare Associate 2009 – 2010
3. Compliance & Healthcare Assistant 2008 - 2009
4. Front Desk Coordinator 2006 – 2008

## Guest Receptionist, *The Mohegan Sun Casino*, Uncasville, CT 2004 – 2006

*Provided customer service in a four star hotel that serves thousands on a daily basis.*

1. Effectively solved problems and professionally accommodated guest requests
2. Exceptionally greeted all guests and provided a warm and welcoming environment
3. Acted as a resource for questions and information for all guests

*Awards*

1. Jan 2005 – Incentive program for exhibiting an extraordinary work ethic
2. Mar 2005 – Employee of the Month
3. Sept 2005 – Excellent Attendance

## Counselor, Camp Horizons, South Windham, CT 1997 - 2001

*Created a safe environment, organized and facilitated meaningful activities for assisted living clients.*