Senora Randal

239 Houston Ave.

Bridgeport, CT 06606

E-mail: [senorarandal@optonline.net](mailto:senorarandal@optonline.net)

Cell: 203-218-6648 Home: 203-870-4446

##### SKILLS:

##### Proficient with most of the popular Microsoft programs: Microsoft SharePoint, Microsoft Office: Excel 2010, Word 2010, and PowerPoint 2010; SAP-used to manage/update cost centers, Concur – used for submitting expense reports, Outlook– used for scheduling conference rooms and meetings, Orbitz and Ultramar– used to book airfare, hotels; and reservation for car rentals, Adobe Acrobat 9 Standard and Cisco – phone system.

##### EMPLOYMENT:

ALEXION PHARMACEUTICALS

Contract Position

Executive Assistant 1/2012-3/2012

Handled the following while supporting the Senior Vice President, Chief Medical Officer, Executive Medical Director, Medical Director; Senior Director; Global Clinical Operations, Senior Vice President; Global Medical Affairs, Executive Director, and Medical Affairs, Executive Director, Scientific Communications:

* Submitted expenses, prepared travel arrangements, worked independently and within a team with the management of calendars used in Outlook; organized local and global meetings (teleconferencing), and prepared pertinent documents and reports for executive meetings.
* Worked closely with the HR department with global and local travel arrangements scheduled interview meetings, and handled confidential and proprietary information with extreme discretion.
* Arranged lunch and dinner reservations for senior vice president, directors, executives and managers.
* Demonstrated ability to handle multiple tasks simultaneously with exceptional organizational skills and have successfully met designated deadlines.

THE MUSIC PEOPLE! INC.

Temporary Position

Assistant to President 8/2012-10/2012

* Assisted the president with the planning of a trip to China in an effort to promote his products to potential customers, sent invitations globally to potential customers to attend showroom event in China, worked closely with team members in an effort to ensure the trip to China was a success, managed and maintained the president’s schedules, appointments, and travel arrangements, interacted with external clients and potential customers, arranged and coordinated meetings and events.
* Conducted research-comparing and contrasting other products to the president’s products; worked with highly confidential information and was accountable for various projects with general guidance.
* Ensured in-advance preparation for all meetings and events by collaborating with others involved in daily meetings; recorded and distributed minutes of meetings, monitored, responded to and distributed incoming communications.
* Coordinated and prepared documents and presentations that included typing, copying, routing and completing other assigned tasks within the agreed upon timeframes; scribed and published meeting minutes in SharePoint as appropriate; updated and inserted documents in SharePoint, created Word documents and created Excel spreadsheets.
* Built and maintained excellent relationships and communications with team members, staff, and other assistants.

PURDUE PHARMA. L.P.

Marketing & Sales Administrative Assistant 10/2008-11/2010

While working closely with the Marketing/Forecasting Analytics, Sales and HR Department:

* Supported the coordination of Management/Leadership National Sales Meetings, prepared agendas, nameplates, certificates; and takeaway journals.
* Sent program invitations to outside speakers, insured any necessary presentation materials were available, kept a record of all district managers’ class participation by Region and by class; developed a list of D.M. roster participation for the coming year and compiled applicable travel information into a comprehensive travel packet (air, rail, hotels, car, et cetera) according to company policies and procedures.
* Arranged lunch and dinner reservations for directors, associate directors, executives and managers; coordinated calendars in Outlook 2010, scheduled meetings, accepted or declined appointments; resolved conflicts between meetings with internal and external individuals (including booking conference rooms).
* Researched, collected, and filed market research reports in Excel 2010 using charts, and PowerPoint presentations, updated and chased delegated tasks to ensure progress to deadlines; distributed vendor contracts for multiple executives’ signatures.
* Tracked and proofread invoices, obtained new confidential disclosure agreements- including requesting, sending out, and receiving the final signed documents from directors, executive directors, legal, and external sources/vendors.
* Worked closely with the Human Resources department: assisted with the on-boarding of new employees by meeting/greeting and welcoming to the organization, introduced potential candidates to interviewers, recorded and tracked each team members’ vacations and attendance recorded on timesheets, recorded, prepared and arranged new hire documents and scheduled interviews.
* Participated in, in-house technical education to stay abreast of a multitude of software including: Outlook 2010, Word 2010, PowerPoint 2010, Excel 2010 and additional educational opportunities.
* Periodically placed items into retention following company guidelines.

CUSHMAN & WAKEFIELD, INC

Administrative Assistant/ Receptionist 7/2007-10/2008

* Relieved the executive of administrative type functions and provided various assistance to the HR department.
* Verified accuracy of employee timesheets, reviewed, coded, and approved expenses.
* Created and maintained confidential or complex data files in Excel 2010.
* Proofread documents for precision, correct form, content and proper English usage.
* Performed electronic accounting functions related to office accounts- payables/receivables, coordinated office functions with internal and external employees.
* Established and continuously attended educational and/or training programs.
* Provided administrative support for commercial real estate brokers, frequently updated company’s webpage, prepared routine correspondence, drafted e-mails, letters, answered incoming phone calls, faxed, copied; organized meetings, and maintained a filing system.
* Collected, assembled and analyzed data in Excel using pivot tables and charts, created PowerPoint presentations, surveys, and tour books and used Outlook for daily use of e-mail communication.
* Prepared memorandums and marketing packages, drafted marketing letters, assisted with open houses; managed broker database, and acted as a liaison between clients, brokers, and internal departments, as required.

JACKSON LEWIS, LLP

Receptionist 9/2003-5/2007

* Created PowerPoint presentations for attorneys when needed to present for seminars.
* Scheduled travel arrangements for attorneys, averaging at times, multiple trips in a week-Airline, Car Rental, Hotel, etc.
* Scheduled conferences for attorneys, as well as tracked and maintained attorneys’ busy schedules and used Outlook for frequent e-mail communication.
* Multitasked while supporting attorneys, legal secretaries, and the office administrator in the human resources department.
* Tracked account expenses, utilizing correct client codes and invoicing procedures.
* Composed and performed the typing of routine correspondence.
* Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
* Filed and archived all documents in compliance with state and federal documentation laws.
* Updated job knowledge by participating in, in-house educational opportunities.
* Transcribed lengthy legal documents accurately, created charts using Excel to analyze data and create charts and pivot tables, typed letters of acceptance/rejection letters for employment.

## EDUCATION:

University of Bridgeport, Bridgeport, CT

Bachelors of Science, Psychology, May 2012