Cherie Doherty

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SUMMARY

Professional executive assistant offering versatile office management skills and Insurance Industry experience with superior communication and organizational skills coupled with a high level proficiency in Microsoft office programs. Effectively adapts to change, works independently and exceeds expectations. Ability to work under pressure, meet deadlines, multi-task and operate effectively and efficiently in a fast-paced environment.

Core Competencies:

|  |  |  |
| --- | --- | --- |
| * Calendaring | * HR/Payroll | * Team Communication |
| * Travel | * Event Planning | * Project Management |
| * Procurement | * Presentations | * Cost Efficiencies |

**TECHNOLOGY SKILLS**

|  |  |  |
| --- | --- | --- |
| * Microsoft Word | * PowerPoint | * Excel |
| * SharePoint | * Microsoft Outlook | * Lotus Notes |
| * Oracle | * PeopleSoft | * Garber Travel Systems |
| * SABRETravel System | * Concur Travel Systems | * RedTail / DocSTAR |

**PROFESSIONAL EXPERIENCE**

Aetna Life Insurance Company, Hartford, CT 9/10 - 12/10

**Executive Assistant** (contract)

*Responsible for administrative support to the Public and Labor Department*

* Provide administrative support to the Chief of Staff and team.
* Manage calendars to effectively coordinate meetings.
* Enhances and builds relationships and interactions with the senior level contacts and colleagues of the assigned executive(s), both internally and externally.
* Conduct research, compile data, and update databases.
* Submit team information on share drives.
* Arrange and coordinate conferences, agendas, and customer visits.
* Coordinate Travel Arrangements.
* Assist on special projects.

Aetna Life Insurance Company, Hartford, CT 7/2010 – 9/10

**Senior Administrative Assistant** (contract)

*Responsible for administrative support to Counsel and paralegals in the Law & Regulatory Affairs*

*Department*

* Effectively manages, coordinates and facilitates multiple complex calendars to

accommodate demanding schedules.

* Coordinates Manager's time commitments both internally and externally.
* Arranges interviews for outside individuals and handles arrangements for outside vendors.
* Coordinates the administration, logistics and flow of the work; tracks and follows-up on key “to-do” items.
* Back-up for other assistants in the department.
* Files confidential correspondence.

Aetna Life Insurance Company, Hartford, CT 2006 – 2010

**Senior Administrative Assistant**

*Responsible for administrative support to the Head of IT Strategy & Planning Division and team, and the Managers and teams of Consumer Segment/Medicare Division and Corporate/Group Insurance Division.*

* Exceeded expectations by effectively providing a wide variety of administrative support to multiple managers and teams in the various IT divisions ensuring that department goals were met.
* Effectively managed, coordinated and facilitated multiple complex senior level calendars to accommodate demanding schedules.
* Leveraged media to appropriately maintain team communications published relevant content and tracked deliverables on share drive making information easily accessible to department members.
* Prepared materials for the Board of Directors and made arrangements for Board meetings.
* Coordinated calendars and facilities for departmental events such as staff meetings, interviews, and training by successfully ordering supplies, setting up equipment, and arranging appropriate space.
* Coordinated travel arrangements and prepared and processed expense reports ensuring completion was within expense guidelines and processed on time.
* Processed and approved purchase orders and tracked invoices for vendor contracts, consultants’ timesheets, employee equipment requirements, and office supplies by creating a system that ensured all deliverables were met.

Travelers Insurance Company, Hartford, CT 1996 –2005

**Senior Administrative Assistant**

*Responsible for administrative support to CIO of IT department and Senior Management.*

* Managed multiple complex calendars and assisted in various database related projects such as tracking milestones for projects within our department.
* Handled highly confidential information and acted as initial contact for information on administrative, payroll, and human resource policies and procedures.
* Coordinated with facilities regarding moves, workstation reviews and floor plans to best utilize open space.
* Maintained the purchase-tracking database for all hardware/software purchases.
* Prepared various monthly reports, performance graphs, organizational charts and formal presentations.
* Event Planner for on and off site events. Coordinated travel arrangements and monitored expense accounts.

Aetna Life & Casualty, Windsor, CT 1985 – 1996

**Executive Assistant**

*Responsible for administrative support to Unit Directors and teams in the Electronic Publishing Division.*

* Performed and prioritized personnel administration tasks for business unit directors.
* Regularly interacted with customers, vendors, subordinates, peers and supervisors.
* Reduced communication costs by 20k.
* Assisted in education and budget planning activities. Coordinated conferences, meetings and business travel.
* Area coordinator for paymaster, record maintenance of personnel files, equipment services and supply inventory.

**Education**

CT Institute of Art and Design, Wethersfield, CT, Commercial Art Certificate

**Professional Development**

Aetna Learning Center programs, conferences and seminars including:

|  |  |
| --- | --- |
| * Time Management | * Business Etiquette |
| * Achieving Success without Authority | * Leadership Training - Interpersonal Skills |
| * Effective Presentations * E-mail Etiquette | * Leadership Training - Communication Skills * Advanced Excel, Word, and PowerPoint |
| * Aetna Medicare Compliance & Fraud,   Waste & Abuse training   * Business Conduct and Integrity | * Diversity - Creating an Inclusive-Productive Work Environment * Time Reporting for Non-Exempt and Hourly Employees |