Elizabeth Ruoss

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Professional Summary

Highly organized professional with many years of experience as an Executive/Personal Assistant and Corporate Event Planner in fast paced environment.

• **Well respected team member** adept at coordinating multiple complex, deadline driven projects.

• **Professional** with solid decision-making and problem solving abilities.

• **Result-focused achiever** with outstanding organizational and planning expertise.

• **Strong relationship builder** with excellent communication and interpersonal skills.

Work Experience

Gresham, Smith and Partners, February 2018 - Present

Executive Assistant

Foley & Lardner LLP, December 4, 2017 – February 2018

Executive Assistant

* Key role in providing support to multiple attorneys.
* Responsible for coordinating events and conferences by planning and undertaking the logistical issues, including but not limited to, preparing agendas, issuing notifications, arranging for catering, accommodations and associated contract negotiations. Achieved meeting planning financial objectives by reviewing and controlling expenses.
* Manage calendars and independently scheduled appointments, coordinating meetings, teleconferences and videoconferencing.
* Used Concur to arrange detailed and complex domestic and international travel plans and itineraries for staff.
* Manage critical and time sensitive request from clients/consultants/prospects. Interact with internal and external personnel.
* Collect and prepare information for use in meetings of executive staff.
* Utilizes advanced word processing skills using MS Office, SpecsIntact, and other software packages as needed.

Saft Batteries, April 2012-August 2017

**Executive Assistant/Corporate Events Planner**

* Key role in supporting CEO/President and team of senior executives providing client service capabilities to the marketplace.
* Responsible for coordinating events such as regional seminars, events and conferences by planning and undertaking the logistical issues, including but not limited to, preparing agendas, issuing notifications, arranging for catering, accommodations and associated contract negotiations. Achieved meeting planning financial objectives by reviewing and controlling expenses.
* Manage calendars and independently scheduled appointments, coordinating meetings, teleconferences and videoconferencing.
* Used Concur to arrange detailed and complex domestic and international travel plans and itineraries for staff of more than 100 employees.
* Manage critical and time sensitive request from clients/consultants/prospects. Interact with internal and external personnel.
* Collect and prepare information for use in meetings of executive staff.
* Advertising/Marketing-responsible for working closely with various vendors for ordering and inventory of premium items.

Pond & Company, February 2011-April 2012

**Executive Assistant/Office Manager**

* Utilizes advanced word processing skills using MS Office, SpecsIntact, and other software packages as needed.
* Processes submittals.
* Assembles projects and technical documents as directed by Directors, Project Managers and Engineers/Architects.
* Updates and prepares routine calendars, reports, and databases for department.
* Assists the Marketing department in the content and production of proposals.
* Handles all accounting issues for office.
* Manages information for new and existing contacts, client information, and project opportunities.
* Maintains calendar and registers attendees for conferences, workshops, and tradeshows.
* Attends, documents, or coordinates department meetings.
* Assists Project Managers as needed (copying, transmittals, and mailings).
* Liaison with travel agency. Schedules all travel for office.
* Manages ordering, stocking and inventorying office supplies.
* Develops and maintains positive customer and client relationships to foster repeat business.
* Updates and maintains body of knowledge related to training, degree or job responsibilities.
* Handles all HR related issues for office.

**The Haskell Company, November 2002 - July 2010**

**Administrative Assistant - February 2010-July 2010**

* Assistant to four Project Principals and twenty Architects, Designers and Engineers.
* Sets up routine priorities and procedures for accomplishing work, subject to applicable deadlines.
* Operates word processor, personal computer or terminal to perform the full scope of word processing applications, including mail-merge letters as well as documents containing complex financial or statistical data or scientific, technical or legal terminology.
* Sorts and reads mail, highlights action or important items and attaches relevant files and/or information for review.
* Receives calls and responds to routine questions. Regularly gathers routine oral information from (or makes requests of) other executive, professional, technical, administrative, maintenance or clerical employees and/or outside vendors, clients or the public.
* Schedules appointments and meetings per direction. Coordinates with travel service on complex travel arrangements. Maintains appointment calendar.
* Assembles or coordinates the assembly of complex proposals, RFPs, reports and other such documents.

**HR Assistant - February 2009-February 2010**

* Responsible for the administrative support of day-to-day Human Resources operations
* Prepares new employee files and maintains existing files ensuring compliance
* Enters new field applicants in the HRIS and utilizes e-verify for I-9 verification
* Handles unemployment claims
* Prepares termination paperwork
* Supports HR with research and generating reports as needed including job descriptions and compensation information

**Administrative Assistant - September 2006-February 2009**

* Responsible for managing million dollar store room
* Responsible for Fed Ex, UPS and USPS receiving and billing
* Ordered and maintained over 50 of the building copiers & fax machines
* Provides back up for telephone coverage of 1st and 2nd floor reception desk, coordination of luncheon set ups as well as back up for other Administrative Assistants, including Executive AA’s when on vacation.

**Receptionist - August 2003-September 2004**

* Responsible for multi-line phones, greeting clients, sending and receiving deliveries, arranging transportation for clients and employees.

**Reprographics Technician - November 2002 –August 2003**

* Responsible for copying architectural drawings and proposals
* Responsible for ordering supplies and handling billing for the department

Education

FCCJ, Jacksonville, FL

Skills

* Microsoft Word I and II
* Microsoft Excel I and II
* Microsoft Power Point I
* JD Edwards
* Vision
* SpecsIntact
* Newforma
* Concur

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