

Summary

Administrative professional with a technological background qualified in C-Suite executive support, operations, executive search, and logistics industries. Adept at cutting costs and improving efficiency through strategic planning and streamlined operations.

Administrative

Rubicon Global, Recycling Logistics Coordinator Atlanta, Georgia **May 2019 – January 2020**

- Managed the recycling department for TJ Maxx, Marshall's, Lime, and Tractor Supply distribution centers.
- Worked with corporations to establish or expand recycling, composting, and waste reduction programs.
- Conducted waste assessments and cost-benefit analyses for businesses to analyze the feasibility of implementing company-wide recycling programs.
- Lead weekly operations reporting calls with high priority clients regarding issues resolved and tickets created for new issues.
- Used MySQL to tackle database management, data cleanup, and client data.
- Developed new reporting templates for in-house analysts and clients looking for tangible results.
- Distributed customer invoices to ensure that receivables are collected in a timely manner.
- Reconciled and closed over \$350,000 in accounts receivable balances for key accounts.

Structures LLC, Office Manager Atlanta, Georgia **November 2018 – April 2019**

- Monitored attorney case load throughout life of referral to meet milestones on a timely basis
- Responded to clients and attorneys on attorney's behalf by phone, e-mail, or written communication.
- Assisted in the promotion of the use of structured settlements for personal injury claims by educating claims professionals and attorneys.
- Answered phone and emails for Presidents, VPs, and attorneys.
- Managed, coordinated, and planned company wide events.
- Organized and maintained common area facilities.

Russell Reynolds Associates, Office Manager Atlanta, Georgia **December 2017– October 2018**

- Provided comprehensive high-level executive support for Managing Director.
- Managed and coordinated Chief Executive Officer succession projects for Cigma, Southern Company, VF Corporation, and Unilever.
- Composed and edited proposals with values ranging up to \$3,000,000 for international management consulting.
- Worked closely with managing director regarding decisions pertaining to office operations and personnel, including highly confidential issues.

The Coca-Cola Company, Order Management, Atlanta, Georgia **February 2017 – November 2017**

- Responsible for the management of data entry and scrubbing clerks.
- Collaborated with appropriate stakeholders in Sales/Brokers and Product Supply System to resolve issues and provide resolution to customers.
- Developed and documented SAP IC Scripts to export orders directly into SAP while maintaining 100% accuracy and decrease order processing time from 5 minutes to 45 seconds.

Education

Georgia Institute of Technology, Atlanta, Georgia **Full-Stack Engineering Certification** **May 2020**
Westlake High School, Atlanta, Georgia **May 2017**

Skills

Salesforce, MS Excel, MS PowerPoint, MS Power BI, MS Word, MS Outlook, Structured Query Language (SQL), Python, C-Suite Executive Support, Client Relations, Calendaring, Data Entry, Administrative Support, Expense reporting.