Dedicated outcomes-drivenand enthusiastic person who is able to work both independently using own initiative or as part of a team. Achiever who readily accepts a challenge and thrives within a fast-paced environment. Has a high level of understanding and ability for anticipating and proactively managing complex situations with poise and professionalism. Determined and diligent with a caring attitude to both people and work situations. Currently seeking a new adventure where I can leverage my professional skills combined with my customer-focused joy of service to others in beautiful Bend, Oregon where I can add real value to the team and grow personally and professionally.

Highly competent in a wide range of areas, including:

* Create and maintain company files, departmental budgets, expenses, contracts & SOW’s, headcount & employee lists, seating charts, org charts, etc.
* Heavy Event Planning experience, catering coordination, space planning and moving logistics
* Operational, research and meeting coordination background
* Excellent skills in improving efficiencies and streamline work as well as organizing both files and space to improve productivity
* Solid understanding of procedures in medium to large sized companies in IT, Transportation, Utility, Retail & Pharmaceutical sectors
* Managed multiple highly complex calendars simultaneously and processed time critical tasks in high volumes
* Bias for action and ability to create calm amidst chaos
* Constantly roll my sleeves up and “get it done” attitude.
* Exceptional professionalism, positive attitude, discreet with highly sensitive information yet outgoing and approachable. Communicate appropriately and cross-functionally
* Proficient with entire Microsoft 2010 Suite including Word, Outlook, Excel, Power Point, Communicator, Visio and SharePoint. Type 98 WPM. Experience GoTo Meetings, WebEx, Concur, Adobe Illustrator, Sales Force, Skype, internal Intranets, AV equipment and more!
* International experience: Lived in UK, France, and USA for extended periods, Degree in and fluent in French. Sharply attuned to subtle cultural & language nuance.

PROFESSIONAL EXPERIENCE

**Executive Assistant to CTO & CEO** | MileZero **|** July 2015-Present | Seattle, WA

* Provide Executive Assistant support to the CTO & CEO from calendaring, travel, expense, to drafting correspondence, researching, creating reports and providing recommendations.
* Create systems and best-practices that are simple and scalable for the fast growing company
* Process company-wide expense reports
* Space planning: designed and implemented office design, décor and layout, coordinated office moves and logistics
* Arrange travel for Executives and out of state employees
* Schedule and organize investor meetings venue, attendees, catering, equipment and supplies
* Office supply procurement and other general administrative tasks as/when needed.

**CEO & Founder** | Smart Sprouts Child Care **|** May 2014 – Present |Seattle, WA

* Built and launched a licensed Family Home Child Care facility.
* Successfully demonstrated proof of concept of our unique model which combines Full Time, Part Time & On-Demand child care with families using each unique schedule
* Custom level of engagement for each family based upon individuals’ needs
* Business growth rapid, we are at full capacity with waiting list
* Exploring licensing options to continue to grow and expand the business based upon rave reviews and feedback from customers as part of the exit strategy

**Sr. Admin Assistant (SVP)|**CTI Biopharma| May 2013 – May 2014 | *|* Seattle, WA

* Calendar, travel and expense report management for the Sr. Vice President (SVP) of Clinical & Regulatory Affairs for a multi-million dollar bio-pharmaceutical company.
* Provided team administrative support for all travel and expense reports.
* Took and published team minutes, assisted with presentation preparation, coordinated international meetings and managed the department’s various charitable events and activities.

**Executive Analyst to President & CEO** | Global Water Resources | May – Nov 2012 | Phoenix, AZ

* End to end Executive support to the President & CEO of a worldwide Water Utility and Software development company.
* Provided all aspects of complex calendar management and heavy international travel logistics and meeting coordination in multiple time zones.
* Performed research analysis for various projects as assigned and provided recommendations based on findings.
* First point of contact for the CEO, acted as his gatekeeper and filtered requests and information to him as appropriate.
* Drafted correspondence, scheduled investor relations activities, monitored CEO’s emails and made proactive arrangements based on quickly changing needs.
* Communicated cross-functionally both internally and externally. Maintained impeccable appearance and professionalism at all times, discreet with sensitive information.
* Organized and coordinated monthly expense report cycles for the CEO and the VP’s and delegated receipt reconciliation as required.
* Maintained personal financial and asset records for the CEO and his family and created monthly summary reports for their various Stocks/Investments and accounts.
* Signed contracts, renewed passports and other licenses and documents on his behalf.

**Sr. Administrative Assistant |** Recreational Equipment, Inc. | Aug 2011 – Mar 2012 | | Kent, WA

* Provided Administrative support for two Directors in the eCommerce division.
* Calendar management, travel coordination, expense report reconciliation, event planning, maintained SharePoint sites, captured meeting notes, created PowerPoint presentations.
* Implemented process improvements and standardized Best Practices for incoming meeting requests and New Hire on boarding.

**Executive Assistant|** Amazon.com | May 2010 – Aug 2011 | Seattle, WA

* Executive assistant for 4 Directors in the Worldwide Transportation, Customer Returns, Product Compliance and Transportation Software Development team.
* Simultaneously managed 4 highly complex and constantly changing calendars. Filtered and prioritized meeting requests, quickly adjusted calendars and re-scheduled meetings that became displaced by sudden changes in requirements or business needs
* Coordinated small & large-scale meetings in multiple time zones simultaneously, secured conference room and A/V resources, managed list of attendees and meeting materials, catering set up and transitions. Events planning including team-building and team morale events
* Project Manager experience - managed the core design team for the Amazon Locker across the globe with teams in US, Europe and Asia. Owned and maintained the overall Locker project SharePoint site, managed the branding and creative aspect of the project, coordinated with designers, vendors, facilities and project stakeholders
* Processed expense reports, receipt reconciliation and budget tracking for Directors. Ensured compliance with corporate expense and procurement policies.
* Arranged very frequent, complex multi-leg domestic and international travel for all Directors. Arranged ground transportation for various legs of travel, booked hotels, tracked frequent flyer and preferred guest points and miles statuses. Scheduled meetings in other countries, worked with my international EA counterparts to secure meeting times and locations.
* Back-up for EA for the Vice President of Worldwide Transportation & Software Development

**Executive Assistant/Business Admin** |Intellectual Ventures | Dec 2007 – May 2010 | Bellevue, WA

IT Department Administrator for 130+ employees and Executive Assistant for the Chief Information Officer (CIO)

* Detailed calendaring, domestic and international travel coordination, expense tracking, filing reports, management of SOW’s and contracts with all IT vendors
* Procurement and Invoice Management for entire IT department and company-wide including the coding of project/GL/Cost Center and submitting invoices to AP for budgeting and expense tracking.
* Managed all space planning, relocations, expansions, employee onboarding and off boarding and equipment and services requisition for IT department employees
* Single-handedly created and implemented “Harmony”, a SharePoint based automated workflow system to process all IT invoices and hardware/software procurement. Harmony processed +$1M/month and improved invoice payment times from 30-45 days

down to less than one week. Built in functionality which would capture project and GL codes and auto-populate them into the Finance department for faster turnaround times and more accurate data to assist with annual budgeting.

* Assisted in annual budgeting exercises and maintained and validated budget throughout the year using the Harmony system data
* Build and maintained various departmental records including Org chart, seating chart, created the IT Employee Handbook, managed multiple office moves and space planning.

**Sales Associate/Claims Processor** | Transglobal Express, Ltd. | June 2006 – Sept 2007 | Bromborough, England

Freight forwarding company using 3PL including DHL, FedEx, TNT, Geopost, Air Menzies, Conway, etc. shipping consignments worldwide.

* Answered inbound calls and emails from customers, shopped their consignment around to find them the best shipping method and cheapest cost based on their needs and timelines.
* Processed all shipping claims related to delayed or lost packages. Ensured timely resolution to all complaints.
* Coordinated inbound and outbound ground, air freight and sea freight, processed paperwork, tracked shipments and liaised closely with 3rd party shipping companies to ensure our customers were receiving the highest level of service.
* Created waybills, completed various customs forms, spoke with customs brokers worldwide to assist our customers with the release of their goods.

**EDUCATION**

* University of Washington | Bachelor of Arts in French, March 2004 | Dean’s List 3 quarters

\*\*Fluent in French\*\*

* Université de Nantes | Certificat d’Etudes a Français Langue étranger | June 2001
* Kentridge High School | Diploma, June 1999
* Excel Level 1 & 2 | TLG Learning, Bellevue
* Management Training for Administrative Professionals Certificate | Fred Pryor Seminars
* Assertive Communication Training Webinar | April 2010
* Graduate of the SBA SCORE SEAP program for Entrepreneurs | March 2015

**INTERESTS**

Organizing, interior design, golf, snowboarding, reading, outdoor activities