

## Contact

[www.linkedin.com/in/ana-crespo-2114052](http://www.linkedin.com/in/ana-crespo-2114052) (LinkedIn)  
[alifethatworksforme.com](http://alifethatworksforme.com) (Personal)

## Top Skills

Outlook  
Administrative Assistants  
Event Planning

## Languages

Spanish

## Certifications

Tax Preparer Certification

# Ana Crespo

Executive Assistant  
Greater New York City Area

## Summary

Specialties: \*Expertise working exclusively with Senior Level officers ie: Presidents, VP, SVP and EVP within the publishing, media/entertainment, advertising, and broadcast industries. In addition to serving as back up to the CEO/Chairman.

\*Extremely organized

\*Proficient at developing and revamping files making them more accessible and user friendly.

\*Excellent interpersonal skills with effectiveness in interacting with everyone within and outside the organization.

\*Able to handle highly confidential information with discretion.

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## Experience

Neon - An FCB Health Network Company  
Executive Assistant  
February 2019 - Present  
Greater New York City Area

Verve  
Office Manager  
January 2016 - January 2019 (3 years 1 month)  
Greater New York City Area

As office Manager it is my job to make sure that all supplies are available for the staff as well as new hires, In addition I assure that the office is stocked with healthy snacks, that the Wednesday lunch is a healthy and desirable meal. I Make sure that all machinery is in running order, and serve as liaison to cleaning contractor and the facilities company Managed by Q.

Organized and supervised our corporate move into new office space successfully!!!

I also covered Administrative duties for the CMO and CRO, I reconcile expense reports, book travel both domestic and International, book ground transportation, manage the calendar and assist the entire Verve team as needed. In addition to planning office and team events ie: securing venues, ordering catering etc.

Time Inc.

Executive Assistant

January 2015 - May 2015 (5 months)

Greater New York City Area

Executive Assistant to the Publisher

ZenithOptimedia

Executive Assistant

April 2012 - January 2015 (2 years 10 months)

Greater New York City Area

Executive Assistant to the Managing Director, President of Diversified Services.

Macys, Inc.

1 year

Executive Assistant

June 2011 - August 2011 (3 months)

New York, NY

Executive Assistant to GVP Marketing at Macy's, Inc.

Temporary Position

Executive Assistant

September 2010 - June 2011 (10 months)

Temporary Executive Assistant assignments

Ultimate Staffing

Temporary Executive Assistant

February 2010 - August 2010 (7 months)

Temporary Assignment

Tru tv (Formerly Known as: Court Tv)

Supervisor Network Programming & Executive Administration

August 2007 - November 2009 (2 years 4 months)

The main objective of this position is to manage the day-to-day administrative needs of daytime programming. In addition, this role is responsible for the

administrative support and scheduling for the client group of approximately 75 people, including high profile talent and executives, and is the main contact for confidential matters of the EVP office. Admin support for the Executive Producers report to this role.

## SPHERION CORPORATION

### EXECUTIVE ASSISTANT

April 2007 - August 2007 (5 months)

Greater New York City Area

Temporary assignments

## THE NEW YORK TIMES MAGAZINE

### Executive Assistant

September 2006 - December 2006 (4 months)

Greater New York City Area

Temp assignment at NYT Magazine assisting the Editor-in-Chief

## DIRECTV Latin America, Div. of News Corp

### Executive Assistant to Sr. VP & Gen. Mgr

January 2006 - August 2006 (8 months)

Greater New York City Area

## Time Warner Book Group

### Executive Assistant Publicity

February 1998 - June 2005 (7 years 5 months)

Greater New York City Area

## Random House

### Executive Assistant to Bill Shinker, President & Publisher

1997 - 1998 (2 years)

Greater New York City Area

## Warner Books Inc

### Executive Administrative Assistant

May 1986 - August 1997 (11 years 4 months)

Greater New York City Area

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## Education

Drake Business School

2 year Secretarial Diploma, Secretarial Sciences · (1984 - 1985)

Marymount Manhattan College

· (1995 - 1996)

Hunter College

N/A, Liberal Arts · (1977 - 1979)