

# Lessisia (Cenia) Huber

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## Profile

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I am a talented executive administrative professional with 30 years of diverse experience. My ability to build and maintain effective working relationships with a professional demeanor, a strong social presence, and complete discretion is recognized. I am conscientious, meticulous, and methodical with assignments. A natural problem solver, I embrace challenges with creativity and analytical attention. I enjoy working in fast-paced, demanding environments, anticipating needed changes and conflicting priorities.

## Skills

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Corporate Accounting | AP Specialist  
Document Control  
Electronic Records Management  
Compliance Reporting & Monitoring  
Contract Management  
Database Management

Executive Administrative Support  
Project Management  
Procurement | Purchasing  
Transparency Reporting (Sunshine Act)  
Paralegal  
Human Resources

Excellent Customer Service  
Organization | Time Management  
Leadership | Teamwork-Team Building  
Communication | Public Relations  
Creative | Critical Thinking  
Adaptability | Motivated

## Experience

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### Executive Assistant

September 2017 – June 2020

#### SiteOne Therapeutics, Inc., Bozeman, MT

- Accounts Payable: Corporate accounting; implemented purchasing and accounts payable workflow processes; assigned purchase order numbers, processed purchase orders with contract terms using financial coding and government grant coding, purchasing and procurement, transmitted purchase orders and invoices for internal cost center approvals, tracked invoices against purchase orders, collected tax forms and vendor banking information, entered approved invoices and expense reports into QuickBooks Online, processed payments and reimbursements, managed and maintained SiteOne accounts payable invoice email documents, vendor invoices, managing electronic records
- Contract Management/Administrator: Implemented contract workflow processes while overseeing contracting activities for SiteOne Therapeutics agreements; coordinated the contracting process from draft stage through financial fulfillment, drafted legal agreements and correspondence, extracted pertinent information from contracts for project tracking, conducted research, contract repository management, compliance monitoring, oversaw file structure and naming convention oversight, diligently monitored incoming contract requests, email communications while working with legal
- Document Control/Electronic Records Management: Assisted in the departmental daily work activities, monitoring filing system while keeping company in compliance. Effectively communicated and coordinated document control activities with all departments. Copied, routed, tracked, and filed documentation while overseeing the document approval processes involving answering inquiries made by authors, reviewers and approvers. Assisted with Pre-IND and IND processes and filings with FDA, press releases and all other various projects assigned
- Database Management: Created tracking tools for diligent tracking of all legal documents, purchase orders, and special projects while ensuring compliance and appropriate department of accounts
- Executive Assistant: Supported Chief Executive Officer, Board of Directors, SiteOne C-level Executives, Consultants and the SiteOne Team; organized complex travel arrangements and accommodations, managed calendars and scheduling of meetings, composed and prepared legal correspondence, processed and reconciled travel and expense reports, researched and conducted due diligence to prepare documents for review, filed and retrieved electronic corporate records, documents and reports, managed special projects and execution, coordinated event planning and execution, assisted with HR onboarding and policy and procedures, assisted with IT issues within building, handled shipping and receiving; managed SAB and BOD meeting planning, coordinated catering, space planning, logistics for relocation of facilities, and other tasks assigned

**Takeda Vaccines, Inc., Bozeman, MT**

- **Contract Administrator:** Supported administrative contracting activities for global Takeda Vaccines agreements; coordinated contracting process from draft stage through financial fulfillment, drafting of legal agreements and correspondence, managed 'shopping carts' for contract commitment, management and execution, obtained signatures from vendors, created and administrated purchase orders in line with contract terms and financial coding; assisted with accounts payable issue resolution, provided support to finance department as needed, maintained agreement folder file structure, diligently managed the Vaccine Business Unit Contracts Outlook inbox while retrieving and reassigning all incoming contract requests and communication
- **Document Control/Electronic Records Management:** Assisted in the departmental daily work activities, monitoring filing system while keeping company in compliance. Effectively communicated and coordinated document control activities with all departments. Copy, route, track and file documentation while overseeing the document approval processes involving answering inquiries made by authors, reviewers and approvers. Assisted Regulatory with editing documents for submission. Assisted with locating and collecting documents for auditors, and batching records during facility move
- **Manager of Supplier Registrations:** Initiated global vendor registrations in SRM while assisting global vendors with online registration requirements, various tax forms, and invoicing for payment requests, procurement and purchasing tasks using corporate accounting procedures
- **Consultant Database Manager:** Created and maintained a database for the tracking of all consultant contracts and monitored consultants spend and contract expiry
- **Manager of Transparency Reporting-Aggregate Spend (Sunshine Act-Open Payment Compliance):** Responsible for ensuring Vaccine Business Unit's global Transparency Reporting using Takeda's aggregated spend database while acting as a resource and subject matter expert, working closely with the Office of Ethics and Compliance to ensure accuracy and compliance
- **Administrative Assistant:** Supported Takeda's Senior Director, Global Head of Business Operations, Takeda C-level Executives, Takeda's Contracts Team and various other departments as needed, organized complex global travel arrangements and accommodations, managed calendars and scheduling of meetings, composed and prepared legal correspondence, reconciled expense reports for corporate and personal credit cards, filed and retrieved electronic corporate records, documents and reports, managed special projects, event planning and execution; liaison between all departments of the Vaccine Business Unit, onboarded new employees, screened visitors as part of front desk security, recorded meeting minutes, researched and conducted data to prepare documents for review, created dashboard presentations, handled shipping and receiving, assisted with IT issues within building, and other tasks assigned

**Other Experience****Director/Administration of Activities**

August 2010 - March 2014

Community Hospital of Anaconda, Anaconda, MT

**Licensed Administrative Support**

January 2008 - August 2010

State Farm Insurance, Anaconda, MT

**Executive Assistant**

August 1998 - January 2008

Anaconda High School, Anaconda, MT

**Software**

Microsoft Office (Excel, Word, Access, Outlook, PowerPoint, Project), Office 365, G-Suite, Adobe Pro, DocuSign, Concur, SAP, SRM, Ariba, Bizagi, ImageNow, SharePoint, Box, Dropbox, iDeals Virtual Data Room, Healthcare Management Systems, Point Click Care, Transparency Reporting Systems, Workday, Insuperity, Black Mountain Accounting, Data Team, Bill.com, QuickBooks Online

## References

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