

Brenda Scott

bscott223@gmail.com • 223 NW North Shore Drive, KCMO • 816-728-2390

Objectives

My objective is to be a positive influence and an asset to your organization. I anticipate others needs and will go above and beyond in helping you reach your goals and deadlines. I will work additional hours or overtime as directed. I am flexible, accountable, and reliable. I always welcome new challenges and projects, team player, with a great eye for detail and accuracy. Maintain high degree of confidentiality.

Experience

McRoberts & Hartis, P.C.

2017 - 2020

Administrative Assistant and Project Manager

- Prepare Contracts to engage work from third parties (environmental law)
- Draft Memos, and Letters of correspondence
- New client file preparation, archiving completed files
- Preparing invoices and follow-up on un-paid consultant invoices
- Updating database daily and tracking all projects
- Coordinating website updates, marketing brochures, and business cards
- Setting up offices for new employees and all that entails
- Ordering office supplies, running errands, and meeting employee needs
- Organizing holiday activities, parties, gift giving, foster child, and sending out client Christmas cards
- Set up weekly meeting; prepare weekly tracking sheets, reserve conference room, provide food, and set up conference call
- Numerous special projects
- My schedule included working remotely from home on a regular basis

Miller & Company, P.C.
Administrative Assistant

2014 - 2017

Art of the Car Concours

Administrative Assistant - Volunteer Organization raising money for the Kansas City Art Institute

- Administrative coverage for all attorneys, compliance directors and senior administrator (import, export, and foreign-trade zone law)
- Responsible for securing and closing the office during the week and opening and closing the office on Saturdays (I was the only support staff on weekends)
- Draft Memos and Letters of correspondence and proof written materials
- Operate peripheral computer equipment and office equipment
- Answer main phone line and able to coordinate multiple tasks occurring simultaneously
- Maintain in/out box for reading and circulation distribution
- In charge of Firm Resume, updating all individual resumes and firm packet monthly
- Billing - assist with monthly invoices
- Assist with Seminar preparation - compiling brochures, refreshments, conference room set-up and breakdown
- Prepare Briefings, link articles
- Travel preparations for attorneys when needed; e.g., prepare travel packets, print boarding passes, create zip files and organize and label various client documents
- Devoted many volunteer hours to Art of the Car Concours on the Plaza and grounds of the Kansas City Art Institute - conceived, organized, and run by the owner of Miller & Company - responsibilities too numerous to mention

BFL Enterprises
Executive Assistant

2012 - 2013

- Account Manager with full access
- Maintain calendar, schedule reminders, monitor email, and import business cards
- Make reservations for travel and hotel, prepare travel packet with checklist
- Enter all receipts into system and print weekly expense reports
- Manage and maintain rental condos (local and international)

Education

- Missouri State University, Springfield, MO
- Maple Woods Community College, Kansas City, MO
- Park Hill High School, Kansas City, MO