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sara E Lopez

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| Summary | |  | Seeking a responsible and challenging position which utilizes my organizational abilities and ability to “get things done” as an Admin Assistant. Targeting a very successful company where my extensive work experience could support a very busy executive and will allow me to further and learn new skills to add to my 23 years of experience. | |
| Skills & Abilities | |  | Provide high level administrative support to a top executive and his/her group by performing various functions such as answering phones, maintaining calendars, scheduling meetings, preparing correspondence, receiving visitors, handling information requests, conducting research and preparing reports. May also train and supervise lower-level clerical staff | |
| Experience | |  | Committee and Board Assistant/VAlley Economic Development Center (VEDC) 2016  Supported EA of Company President   * Transcribed Executive and Board committee minutes\* * General office duties: Created and organized HR & EA files. Organized office, Assisted EA with the preparation of Board Members Retreat. Assisted Marketing with the preparation of invites for their 40th Anniversary Gala.   \*This was the main reason for my employment at VEDC Administrative Assistant/Office Coordinator, Dreamworks Animation 2005-2013  *Supported the Accounting Controller and two Directors*   * Answered and directed incoming calls to appropriate parties and took messages as necessary * Managed calendars and scheduled meetings. * Handled travel arrangements; Domestic and International and provided detailed itineraries * Opened, sorted, and distribute incoming correspondence, including faxes and e-mails. * Prepared responses to correspondence containing routine inquiries. * Processed Expense Reports and followed up with status on payment. * Coordinated catering orders for staff of 25. * Acted as liaison with internal and external offices for the accounting group * Managed special projects: Group events, office space moves, internal and external. * Meet and greet visitors; handled drive ons for entrance to the studios. * Ordered equipment, office supplies, food supplies for the accounting group. * Provided general clerical support to group: filing, mail, binding reports, photocopying, scanning and sent/retrieved files from storage. * Coordinated office space for new hires. * Assisted Accounts Payable with Vendor set ups using Oracle. * Handled Company Bank Deposits. * Periodically supervised interns and temps. * Worked closely with other departments including Internal Audit, Tax, Treasury, Facilities, and Information Technology.  ADMINistrative ASSISTANT/OFFICE Manager, NBC Universal 1995-2004  *Supported VP of Accounting, Controller and two Accounting Directors*.   * Maintained heavy calendars: Scheduled meetings etc. * Coordinated travel arrangements and accommodation: Domestic and International * Answered/routed heavy phones. * Handled incoming and outgoing correspondence. * Processed office supply orders * Processed Invoices (bills) for various vendors for payment. * Maintained up-to date employee records. * Answered miscellaneous questions including HR, benefit, and procedure questions. * Increased personal and office productivity. * Proposed ideas with a new business plan to management * Coordinated and planned employee activities. * Supervised two interns and high school students who participated in an ROP program (Regional Occupation Program). * Served two years as Floor Safety Warden. Implemented the Company’s Disaster Response Plan and maintained the Injury and Illness Prevention Program.   \*\*Employer comments: “Extremely organized. Exceedingly proficient, tactful and considerate. Takes initiative” | |
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|  | |  | ADMINistrative ASSISTANT, 1928 jewelry co.1989-1995Supported VP of Production and Director of Plating | |
|  | |  | Typist clerk, emcon associates1987-1989Won two AWARDS for: Never missing a deadline and excellent attendance | |
| EDucation | |  | Broken Arrow High School. Tulsa, OK Tulsa Junior College- Major Marketing, Tulsa, OK  Votechnical School- Secretarial Skills Course (Certificate of Completion), Tulsa, OK | |
| Communication | |  | Bi-lingual (English & Spanish)  Computer Experience - Microsoft Word, Excel, PowerPoint, Gmail and Oracle | |
| PERSONAL DATA | |  | Detail oriented, reliable, efficient, work well with others, work well under pressure, good oral and written communication skills | |
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