

Administrative Assistant

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EXECUTIVE SUMMARY

A high energy, career executive assistant, self-starter, proactive professional with over 24 years of experience providing management, leadership, mentoring and supporting C-level executives. Building and leading teams successfully while overseeing budgets and resources for bottom-line company results.

Key strengths include managing and supervising large teams, creative problem solving skills with experience in the legal, IT and hospitality industries with a professional approach to completing, assessing, prioritizing and meeting company needs. Vast experience with arranging international and domestic travel for executives. Having worked for Fortune 500 companies and start-ups, I have vast experience and knowledge on every level. In-depth understanding of varied industries, company structures and demonstrates ability to adapt to any environment with grace and agility. Pride in producing measured results.

PROFESSIONAL SKILLS

- Superior leadership and communication skills, excellent time management and organizational skills
 - Accomplishing key company objectives with project management skills
 - Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Publisher and complete Microsoft Office Suite
 - Proficiency in Mac OS X, Pages, Numbers, Keynote and iCal
 - Proficiency in Extensity, Visio, PeopleSoft, CareerBio, Authoria, Oracle, Adobe and Quicken
 - Proficiency in SEC filings, reviewing legal documents and facilitating Patent and Trademarks
 - Notary Public for over 14 years
 - Worked with start-up companies to incorporate, grow their business, set-up legal framework, create public relation events, increase awareness and profits
 - Demonstrated ability to handle, prioritize and complete multiple critical company functions simultaneously
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PROFESSIONAL EXPERIENCE

Cox Enterprises, Inc. (Manheim), Atlanta, GA

2006 - 2010

Employee Development & Training Coordinator

- Managed Employee Development & Training team including key role in program implementation, logistics, meeting preparation, project management and execution
- Managed CEI/Manheim mentor program involving coordinating and matched over 20 mentors with mentees
- Facilitated Vice President and Home Office talent review meetings quarterly
- Coordinated all activities associated with talent review process, trainee programs, leadership development, Manheim external mentor programs, Scholarship Program, Barbara Cox Anthony Woman of the Year Award, and Career Development Programs
- Created reports and responses for PeopleSoft, CareerBio, Authoria and other Cox/Manheim systems
- Prepared, reviewed and managed executive expenses, managed and reconciled individual Corporate Card
- Ordered and monitored supplies while ensuring invoice accuracy and reduced expenses by 50%
- Notarized all necessary documents for HR department

Sr. Executive Asst to VP, (Cox Communications, Inc.)

- Managed group calendar as well as Vice President's business and personal calendars
- Coordinated and scheduled appointments based on priority, while managing time effectively
- Controlled the flow of sensitive information and managed the daily e-mail and written communication
- Liaison between Vice President and all direct reports to ensure all priority communications were addressed
- Prepared and coordinated meeting presentations using PowerPoint, Excel and others for team
- Prepared and maintained critical data for Executives and Research Team
- Managed domestic and international travel for department while reducing travel expenses by 20%
- Managed and reconciled individual Corporate Card, prepared and reviewed expense reports

Administrative Assistant

Newell Rubbermaid Inc., Sandy Springs, GA

2004 - 2006

Sr. Executive Asst to VP

- Provided advanced support to over 200 SAP employees, including but not limited to travel, expense reporting, orientation for new hires and office management, notarized all HR documentation
- Supported the development and maintenance of the SAP integrated global project plan
- Facilitated new employee orientation and developed more comprehensive new-hire packages
- Coordinated weekly staff meetings with team leads, including creation of agenda, review of content, documenting of notes and follow-up actions
- Coordinated and planned off-site group meetings with attendance of greater than 200 employees
- Prepared agendas, coordinated meeting schedule, prepared PowerPoint presentation and traveled with team

Sr. Executive Asst/Legal Asst to CIO, President & Securities Counsel

- Developed and coordinated material for presentations to the Board of Directors
- Managed and created confidential corporate documents and notary for department
- Directed preparation and filing of corporate legal documents with the SEC to conform to statutes
- Arranged programs, events and conferences by arranging all details while reducing expenses by over 10%
- Arranged complex and detailed travel itineraries domestically and internationally, compiled documents for travel-related meetings and accompanied executives when requested

WebMD Corporation, Atlanta, GA

2000 - 2003

Executive Asst/Legal Asst to SVP & General Counsel

- Generated contracts, copyright documentation, updated Patent & Trademark records, liaison with the SEC
- Prepared travel expenses, invoices, billed clients, approved requisitions and purchases
- Coordinated detailed domestic and international travel arrangements for executives
- Coordinated high-energy theme meetings for executives utilizing creativity and innovation to motivate participants to exceed sales goals by 25%

OTHER RELEVANT EXPERIENCE

Intercontinental Hotel Group
Sr. Executive Asst to CFO & VP
Atlanta, GA

Bain & Company
Executive/HR Assistant to Senior Partners
Atlanta, GA

Vagabond Productions, Inc.
Personal/Executive Assistant to CEO & President
Fayetteville, GA

Marquette University
Executive Secretary to EVP, University Advancement
Milwaukee, WI

EDUCATION

Business Administration, Marquette University, Milwaukee, WI

Relevant Business Courses: PeopleSoft - Time & Labor
Doing Business Right
Time Management
Communicating for Results