

[Tweet](#) (function() { var s = document.createElement('SCRIPT'), s1 = document.getElementsByTagName('SCRIPT')[0]; s.type = 'text/javascript'; s.async = true; s.src = 'http://widgets.digg.com/buttons.js'; s1.parentNode.insertBefore(s, s1); })();

Experience

Confidential, 10/11 - 2/12

Support Assistant, Human Resources

- Maintenance of heavy calendar management and scheduling of appointments for three Vice-Presidents. Including catering orders and logistics between various office locations.
- Support Assistant for a department of twenty
- Filed, archived and routine maintenance of confidential memoranda, letters and vendor and client files
- Ordered all supply needs for department
- Sorted and distributed mail for department
- Handled/directed and screened telephone inquiries and meeting requests for attorneys, determining which take priority
- Distributed and tracked numerous vendor invoices
- Tracked invoice process using an Excel Spreadsheet

Confidential, LLC 9/08 - 10/11

Senior Administrative Assistant, Office of the General Counsel

- Maintenance of heavy calendar management and scheduling of appointments for three attorneys and three paralegals
- Back-up support for Managing Director Attorney
- Expense submission and tracking for three attorneys and three paralegals
- Filed, archived and routine maintenance of Fund files, Annual Reports, Semi-Annual Reports, Summary Reports and Fund Literature
- Responded to requests made by Executive's direct reports
- Assisted in editing and creation of presentations and other meeting materials
- Coordinated travel (air/hotel/transportation) and conference arrangements
- Handled/directed and screened telephone inquiries and meeting requests for attorneys, determining which take priority
- Distributed and tracked numerous vendor invoices
- Tracked invoice process using an Excel Spreadsheet

**Confidential, Senior Administrative Assistant 6/07-2/08
WRC Media, Executive Assistant (Long-Term Temporary Assignments)**

- Provided full administrative support to the Store Merchandising Group
- Distributed inter-office mailings within groups and responsible for running queries on projections for new distributions
- Safeguarded and archived highly complex Excel spreadsheets to accompany ads for weekly circulars
- Provide full administrative support to the Chief Financial Officer of this publishing house. WRC Media was acquired by Reader's Digest in March, 2007.
- Safeguard and archive highly confidential time-sensitive documents
- Compile and generate highly complex Excel spreadsheets in regards to accounting in light of audit

**Confidential, 10/05-3/07
General Counsel's Office Executive Assistant**

- Provided full administrative support to the Deputy Counsel and Assistant General Counsel of the Transactional department
- Provided full administrative support to the Deputy General Counsel of the Human Resources Department
- Collected, compiled and analyzed moderately complex data and information; and followed up on, or requested information from, other executives or external representatives to communicate supervisors' instructions or to satisfy ongoing report needs
- Coordinated and maintained three calendars and planned internal meetings and events using calendar management tools
- Formatted, edited and redlined letters, reports, and all other correspondence from draft stage to client-ready work; adhered to record retention policies and procedures, and followed an organized filing/document management process for electronic and paper documents
- Maintained and organized documents on file servers in compliance with document retention policy

**Confidential, 3/04 5/05
Legal Secretary**

- Reported to two partners and two associates, providing support and assistance within the Income Tax, Trusts and Estates departments
- Additional administrative support to other attorneys provided as needed, screening phone calls in accordance with instructions of assigned attorney

- Maintained and updated files, sending files to a headquarters office for archival
- Prepared legal documents and correspondence from draft, tape or dictated text, and prepared and processed client bills
- Provided reception coverage when needed

Confidential, 9/01 3/04
Legal Secretary

- Supported three associates within the Matrimonial and Trusts and Estates departments
- Provided administrative support to five partners, tax directors and managers, including but not limited to: answering and screening phone calls in accordance with instructions of assigned attorney
- Maintained and updated files along with preparing and processing client bills

AFFILIATIONS: American Red Cross, International Association of Administrative Professionals (IAAP), Habitat for Humanity

SKILLS: Word, Excel, Outlook, Lotus Notes, PowerPoint, Typing 80-90wpm, FLH, Dictaphone, Spanish fluency