

Janeane G.
Phone, Address, Email

Profile

EXECUTIVE ASSISTANT

Proactive professional adept at supporting C-level executives, strengthening administrative practices, and coordinating onsite and offsite events. Highly skilled in managing accounting functions, calendaring and scheduling demands, crafting detailed documentation and correspondence, and delivering 1-on-1 client service and support.

**Multi-Project Management • Executive, Personal & Administrative Support • Process Improvement
Scheduling & Calendar Management • Event Coordination • Operational Streamlining
Correspondence Creation, Editing, Tracking • Proofreading • Financial Management • Troubleshooting
Verbal/Written Communications Expertise • Database Management • Internet Research**

Professional Experience

SENDIL INSTITUTE

Los Angeles, California

12/10-Present

Provider of entrepreneur training, commercialization, and technology transfer services to governments, companies, and universities.

Operations Coordinator (Temporary)

Provided hands-on management of office operations, strengthened accounting practices, and consistently executed assignments within aggressive timeframes. Reported directly to CEO, maintaining master calendar, managing travel arrangements, scheduling meetings and conference calls, and facilitating employee performance reviews. Demonstrated expertise in financial management, controlling Accounts Payable activities spanning 200+ checks monthly, ensuring proper filing of year-end tax forms, executing expense reconciliations, and updating quarterly sales report and budget versus actual income statement. Served as main Point of Contact for vendors and principal advisors/contractors, addressing specific needs, offering targeted solutions, and updating contact database as-needed. Noted for time management skills, procuring office equipment as-needed, and Internet research expertise.

Key Accomplishments:

- Contributed heavily to development of company accounting portal delivering major cost efficiencies, working closely with COO and IT staff in ensuring viable design and functionality.
- Served as company expert in preparing detailed government invoice packages, liaising with Program Directors in obtaining progress reports, verifying expense reports, and consolidating staff timesheets.

PARDEE HOMES

Los Angeles, California

9/10-12/10

Planned land development firm specializing in residential communities.

Administrative Assistant (Temporary)

Supported head of VA/FHA Disclosures section of Legal Department through managing turnaround of stalled package submissions and introducing document streamlining creation of corporate reports. Noted for ability to manage critical projects and attention to detail. Provided critical information to in-house and external lenders, completing disclosures such as Soils Reports, Public Report Disclosures, and Statement of Defects Disclosure, submitting packages, and executing follow-ups. Liaised with project superintendents and Southern California and Nevada sales offices. Achieved marked efficiency gains through organizing and archiving department files.

Key Accomplishments:

- Avoided disruptions to sales process through proactively gathering information and submitting disclosure packages to lenders, achieving up-to-date status within weeks.
- Developed tailored document tracking property phase release dates, enabling timely submission of corporate reports by head of VA/FHA Disclosures section.

Career Note: Built lasting client relationships and developed strategies driving attainment of financial goals as **Accountant/Tax Preparation Specialist** (2009-2010). Managed income tax filing, answered queries on tax codes and deductions, and garnered positive feedback.

TD CORPORATION**Los Angeles, California****5/04-10/09**

Realty company.

Administrative & Personal Assistant

Aided realtor in addressing multiple project demands, stressed top-tier client service, and instituted office procedures and systems garnering major efficiency gains. Provided total oversight of accounting functions, including AP/AR, invoicing, bank and account reconciliation, payroll, and P&L quarterly and annual reports. Managed scheduling and client calls. Processed real estate listing agreements and disclosures for sellers, as well as purchase contracts for buyers. Bolstered communication channels between sellers/buyers, mortgage brokers, and escrow and title companies.

Key Accomplishments:

- Delivered 20-30% annual sales increase through addressing client issues and closing transactions within deadline.
- Spearheaded comprehensive office remodeling project, soliciting bids and selecting contractors, coordinating with city inspectors, and driving attainment of key milestones.
- Streamlined administrative practices to reduce paperwork and eliminate errors.

WC CORPORATION**Los Angeles, California****6/99-10/01**

Entrepreneur property management firm.

Executive Assistant

Managed 60,000 sq.ft. medical office building, resolved tenant issues, and guided vendors. Liaised heavily with tenants, accommodating repair/maintenance requests, collecting payments, and establishing payment plans to maintain good standing. Managed correspondence and travel scheduling, prioritized demands, and maintained filing system.

Key Accomplishments:

- Reduced tenant delinquencies and significantly increased rental income through establishing schedule for timely rent pick-ups and ensuring follow-through.
- Facilitated new landscaping design for building and managed gardening crew throughout installation.

Education & Professional Certifications

BA Purdue University, Indiana

Certified Registered Tax Practitioner (CRTPT), Real Estate Associate

Business Management Coursework

Technical Proficiencies

PC, Mac, MS Office 2002 - 2010, Excel, Word, Power Point, Outlook, QuickBooks, Quicken, ProSeries