

# DILLARD & ASSOCIATES

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## EXECUTIVE ASSISTANT

*~ Thrives in Fast-Paced, Demanding Environments ~*

Dynamic, passionate, high-energy professional with a proven track record of achievement and demonstrated success delivering the highest standards of excellence in **planning** and **directing executive-level administrative affairs** and rendering support to accomplished executives. Energetic self-starter with outstanding interpersonal, verbal and written communication skills. An exemplary track record of success cultivated by an impassioned work ethic should indicate future performance excellence.

- Excellent analytical, organizational, strategic and critical thinking skills as well as proven ability to work independently in the absence of direct supervision.
- Expert proficiency in computerized systems including Microsoft Office Suite, Quickbooks, Acctivate, type 75 wpm with 95% accuracy.
- Innate ability to create responsible, caring, and appropriate relationships at all levels.

## PROFESSIONAL EXPERIENCE

**COMPANY CONFIDENTIAL ✧ LOS ANGELES, CA**

**2007 – 2011**

### ADMINISTRATIVE ASSISTANT

Following prior success with XXXXX, recruited to serve in an executive-level administrative position to support the Executive Vice President/Senior Managing Director and other top management personnel throughout the organization including: a Senior Managing Director/Office Managing Director, a Managing Director and a Senior Vice President. Scope of responsibility is diverse and includes heavy calendaring and coordinating domestic and international travel arrangements in addition to handling a plethora of administrative functions.

- Executive Liaison between Senior Management and field sales, direct reports, marketing and sales planning department.
- Maintain high degree of organization in fast-paced environment requiring ability to quickly respond to problems and requests.
- Handle confidential operating and financial information; maintain corporate records, expense reports, prepare and proofread reports, letters and memoranda.
- Champion special projects including: procuring vendors, movers, scheduling service disconnects, etc.
- Coordinate travel arrangements and itineraries for four senior executives. Maintain calendar of activities, meetings and events.
- Work collaboratively with Chicago and New York staff to on board new employees for the Los Angeles office, which includes coordinating delivery of computer, Blackberry, business cards and employee manuals.

**COMPANY CONFIDENTIAL ✧ LOS ANGELES, CA**

**2005 – 2007**

*Formed in 1996 and armed with almost 2,000 consultants, XXXXX XXXXX aims to help its clients navigate troubled business waters; devoted to issues related to business disputes, litigation, and regulatory compliance.*

### ADMINISTRATIVE SPECIALIST

- Maintained direct contact with Managing Directors and National Practice Area Leader.
- Demonstrated strong interpersonal skills, able to consistently present a positive and professional demeanor to all levels of staff, managers, and executive level customers.
- Utilized expertise to develop and facilitate an internship recruitment process, as well as event coordination and calendaring both on campus and in house. Extensively utilize Excel and Word.
- Exemplified proven ability to manage multiple projects/tasks and meet challenging deadlines; accountable for accurately processing all charitable requests for entire Los Angeles office comprised of 100+ employees.

**COMPANY CONFIDENTIAL ✧ LOS ANGELES, CA****2003 - 2004***Founded in 1986, is the largest independently owned court reporting and litigation support firm in the United States.***RECEPTIONIST, DETAIL, SHIPPING, ADMINISTRATIVE ASSISTANT**

Hired as a trusted, right-hand assistant, responsible for supporting Office Manager with files, phones and depository, managing accounts receivables duties for clients in arrears and compiling and shipping depositions to attorney's on behalf of Court Reporters.

**VARIOUS TEMPORARY POSITIONS ✧ LOS ANGELES, CA****2001 - 2003****COMPANY CONFIDENTIAL ✧ LOS ANGELES, CA****2000 - 2001***Category: Financial Planning and Investment Services.***DIRECTOR OF OPERATIONS**

Recruited as Director of Operations, for this start-up financial services firm, and charged with leveraging prior expertise in client services, program management and administration to hone and cultivate work site, which included rolling-out a contemporary office system, formulating office and accounting procedures, filing processes while ensuring compliance with applicable federal and/or state laws (SEC guidelines).

**COMPANY CONFIDENTIAL ✧ CENTURY CITY, CA****1998 - 2000***An American stock brokerage and asset management firm that was acquired by the Swiss bank UBS AG in 2000.***CLIENT SERVICE ASSOCIATE**

Responsible for providing administration (i.e., compiling business correspondence and marketing packets) to three top producing Financial Advisors with a combined \$3M in total assets. Concurrently accountable for managing and facilitating daily operational procedures, opening of all new and transferred accounts and offering superb client support on behalf of top producing team.

**PRIOR PROFESSIONAL EXPERIENCE****COMPANY CONFIDENTIAL ✧ CHATSWORTH, CA***Educational Service Coordinator***COMPANY CONFIDENTIAL ✧ BEVERLY HILLS, CA***Community Projects Coordinator***COMPANY CONFIDENTIAL ✧ WILMINGTON, CA***Program Coordinator***EDUCATION**

California State University, Northridge  
**Bachelor of Arts, Sociology / Social Welfare**

Santa Monica City College  
**Associate of Arts, Liberal Arts**

Bryan School of Court Reporting  
Write 120 wpm