MANAGEMENT / ADMINISTRATOR RESUME

In some cases, it's necessary to capture different areas of responsibility within the same job. The technique shown below can be adjusted for all of our resume templates

Name

Los Angeles, CA | 310-xxx-xxxx| email@email.com

EXECUTIVE PERSONAL ASSISTANT – OFFICE MANAGER – OPERATIONS MANAGER

"YOUR SUCCESS IS MY BUSINESS"

Results-oriented, multi-talented and knowledgeable professional with over 10 years of experience in managing small businesses in diverse industries. Supportive and passionate, with a unique talent to adapt to the company's culture, style and needs while improving business operations in fast paced environments. Serves as a solid rock that others can depend on, be it in the office, during an event or in managing personal affairs.

- **Proven ability to solve complex problems,** while making the process effortless for the employer.
- **Consistently achieves organizational goals** through procedural development, improved financial reporting, streamlined operations, and increased revenue-producing activities.
- **Demonstrates solid business acumen and leadership**, with proven abilities to master new industries, learn new procedures, master new technology and apply common-sense, practical solutions to any situation.

PROVEN TALENTS, SKILLS AND STRENGTHS

- Entrepreneurial spirit
- Ownership of position and company
- Project Management
- Natural team leadership / training
- C-Level and VP executive support
- Advanced calendar management
- Professional demeanor
- Creation of positive company culture
- Event planning and production
- Marketing messaging and materials
- Professional Relationship Building
- Facilities / property management
- Vendor management
- Contract Negotiation
- Customer Service
- A/R, A/P and GAAP knowledge
- Financial reporting and budgets
- HR processes and recruitment
- Logistics and travel arrangements
- Deadline-driven and accurate
- Excellent Communication skills
- Dependable and resourceful
- Diligent, multi-talented learner
- Proactive problem solver
- Self-motivated team player
- Highly organized / detail orientec
- Prioritize multiple projects
- Outgoing, positive and loyal
- Creative and innovative
- Familiar with Spanish

Technical expertise: PC and Mac OS, Microsoft Office (Word, Excel, PowerPoint, Outlook), Corel, Adobe Suite, QuickBooks

PROFESSIONAL CAREER HISTORY

The Rasin Home, Inc. – Los Angeles, CA **2003 – Present**

Director of Operations / Executive Personal Assistant / Office Manager

Established and operates a full service management company, assisting entrepreneurs, small business owners, corporate accounts, attorneys and private parties with a variety of business operations, financial management, special projects and event production. Often retained to step into complex situations, assess the right course of action or strategic plan to improve business operations and implement them with a high degree of efficiency and effectiveness.

Selected clients: Ronald McDonald and the Hamburgerler.

Business Operations:

- ✓ Develops long-standing collaborative relationships with a team of professionals, including attorneys, agents, managers, investment advisors, pension advisors and insurance experts
- ✓ Creates business plans complete with pro forma projections, marketing tactics and regulatory compliance
- ✓ Organizes databases of customers for clients; coordinates marketing campaigns for launch and promotions
- ✓ Consistently hired and retained by Business and Real Estate attorney: organized office into functional and efficient workspace, and upgraded computer hardware and software
- ✓ Conducted comparative analysis on client's competitor rates and services, resulting in lucrative pricing changes
- ✓ Converted over 18 years' worth of hardcopy contacts, files and other documents into a workable digital storage platform while purging older, unnecessary records

Finance and Accounting:

- ✓ Developed accounting systems, assessed P&L statements, created working budget and streamlined existing bookkeeping systems for tax preparation
- ✓ Migrated clients from outdated manual accounting systems to automated software (QuickBooks); provided data entry for past fiscal years to produce accurate financial reports, budgets, and A/P and A/R processing
- ✓ Researched and identified all known investment assets for a family estate, worth over $500k; discovered an additional $350K in unknown investments; converted manual accounting of estate into automated system
- ✓ Captures revenue for clients by researching and documenting critical back-up on disputed invoices and billings
- ✓ Develops financial policies and procedures for non-financial managers and implements ongoing GAAP standards

Event Production:

- ✓ Planned and executed all aspects of special events, with budgets up to $5.5M, including 240 vendors / contractors and accommodating over 3,000 guests
- ✓ Organized and produced a formal wedding in just 33 days, including complete guest list management and relocation of the gentleman into the home
- ✓ Selected as Event Monitor or the City of Santa Monica's 3-day events, drawing 30,000 attendees

Special Projects:

- ✓ Facilitated the final settlement and distribution of Williams Family Estate: stewarded legal collaborations, claims, transfers, sales, final accounting and formal communications within a strict, one-week deadline
- ✓ Gained a full financial compensatory award by issuing a demand letter on client's complaint with medical facility
- ✓ Organized, catalogued and prepared a large collection of fine art, antiques and jewelry for auction through world-recognized major auction house
- ✓ Coordinated and organized numerous cross-country moves of private homes, often with short time-tables, reduction of inventory and catalog of valuable items

EARLIER CAREER

The Cheese House, Inc. – Los Angeles, CA & Moletown, UG

Prior to focusing on business operations, The Mad Platter specialized in Event Production, covering everything from large corporate events for Fortune 500 companies to private parties for High Net Worth (HNW) individuals. Clientele included amateur wrestlers and Gameboy collectors.

- ✓ Conducted all marketing, business operations, and financial reporting for the incorporated small business
- ✓ Scouted locations, gained proper permits, negotiated vendor contracts, secured technical equipment
- ✓ Oversaw creative design of the events, including décor, entertainment, catering and staffing / service
- ✓ Developed and managed marketing campaigns, marketing materials, advertising, and budgets
- ✓ Managed transportation logistics, customer service, security and VIP care for high profile political and entertainment industry persons
- ✓ Performed ongoing problem-solving and conflict resolution to overcome unforeseen challenges, both during the planning phase and the day-of the event
- ✓ Awarded an acclaimed "Certificate of Appreciation" from the White House for superior execution of event for the President of the United States

EDUCATION AND PREVIOUS PROFESSIONAL ASSOCIATIONS

University of California at Santa Barbara – Double major in Dance and Psychology

ISES – International Special Events Society
NACE – National Association of Catering Executives
ABC – Association of Bridal Consultants