

**Executive Assistant**

Accomplished executive assistant with over 20 years of broad expertise cultivating strategic relationships with cross-functional internal and external clients. Analytical problem-solver driving innovative solutions for seamless operations in diverse arenas. Detail-oriented team leader and proactive team player with proven success managing office administration. Prudent decision-maker with exceptional interpersonal, organizational and communication skills.

**Core Strengths**

Office Management	New Process Development	Research/Analysis	High-Level Organization
Benefits Coordination	Relationship Management	Tactful Client Liaison	Payroll Administration
Streamlining Policies	Strategic Planning/Analysis	Event Coordination	Competitive Intelligence

**Career Overview****Executive Assistant, VP of Education & Program Operations, Chicago Commons Association** 2016 – 2018

- Oversees calendar management, HR duties, professional development assistance, editing/proofing presentations for national conferences and composing, editing and approving communications for board of directors.

**Director of Operations, Corporation for Interest Rate Management** 2000 – 2015

- Provided executive-level administrative support to president; and directed three moves into new, raw space, ensuring easy and reliable client access while electronic equipment was being installed and upgraded.
- Reduced costs by fostering and managing vendor relationships to negotiate contracts and pricing. Reduced financial waste through effective management of employee health and life insurance policies.
- Conducted market research to support territory expansion. Maintained cash flow by preparing all company invoicing and bookkeeping; maximized office efficiency by ordering and maintaining supplies.
- Created client-centered atmosphere by organizing detailed special events. Drove client satisfaction by preparing and distributing weekly client newsletter and answering all client calls.
- Safeguarded company policies, coordinating and maintaining employee attendance and vacation records.

**Executive Assistant, Marco Consulting, Inc.** 1997 – 2000

- Provided executive-level administrative support to VP and other senior staff members; and directed support staff to maintain office procedures and policies. Liaised with clients as first point of contact by answering phone calls.
- Organized and hosted client conferences to ensure superior customer service and productivity. Streamlined office procedures, effectively arranging travel and meetings and preparing financial reports and data.

**Legal Secretary, Ancel, Glink, Et Al** 1994 – 1997

- Increased office efficiency and partner productivity, providing paralegal, administrative and secretarial support for two partners and additional associate attorneys.
- Improved office procedures by composing, preparing, and processing legal correspondence, including court documents and emails. Supervised workflow and distributed to support staff to maintain office tempo.
- Managed and processed attorneys' billable time to support accounting department.

**Education & Technical Skills**

Candidate, Bachelor of Liberal Arts, St. Xavier University, May 2021  
 Associates, General Education, Moraine Valley Community College  
 Technical Skills: PC/Mac, Microsoft Office Suite (Excel, Word, PowerPoint)