



PROFESSIONAL SUMMARY

Detail-oriented and highly organized Executive Assistant with extensive experience supporting C-level executives in large multinational firms. Proactive, forward thinking mindset with the ability to anticipate needs and resolve problems. Excel at multi-tasking, prioritizing and optimizing workflows. Proven track record of assisting with both business and personal requirements. Strong attention to detail and focused on accuracy. Resourceful, self-motivated professional offering a versatile skillset; bringing creativity, marketing and graphic design skills to the corporate environment. Exceptional interpersonal, communication and organizational skills.

CORE QUALIFICATIONS

- Event Planning
- International Tradeshows
- Microsoft Office Suite
- PowerPoint Presentations
- SharePoint
- Concur
- PeopleSoft
- Oracle
- Graphic Design
- Adobe Creative Cloud
- Illustrator
- InDesign
- Lightroom
- Photoshop
- Brackets
- HTML5 / CSS
- AMEX & Egencia Travel
- Salesforce
- Workday
- ZOOM
- WebEx / InterCall

EXPERIENCE

Executive Assistant to Chief Data Officer

CoreLogic | 2016 to Present

- Strategically manage the CDO's time; partner with cross functional teams, evaluate client meeting opportunities and determine fit with priorities, calendar management, organize department meetings and luncheons, travel arrangements, create trip itineraries, process expense reports, and assist multiple Executives within the org
- Collaborate with Human Resources Executive to support CDO with all HR related items; address employee relations issues and handle sensitive matters while maintaining confidentiality and discretion, schedule interviews, and manage onboarding process; worked closely with the HR partner during transition to a new CDO and fostered employee morale during the process
- Organize Town Halls involving 350+ attendees, schedule department meetings and lead team building events
- Redesign presentations, create spreadsheets and internal announcements
- Liaison with vendors and contractors to process contracts and invoices
- Process and approve IT service tickets on behalf of Executive leaders

Executive Assistant to SVP, International Sales

ZO Skin Health | 2014 to 2016

- Heavy international travel; arranged complex multi-city travel itineraries including prearranging charter flights and ground transportation, processed expense reports in multiple currencies
- Organized medical training events; collaborated with physicians to coordinate trainings, seminars, symposiums, embassy events, luncheons, award banquets and international tradeshows (IMCAS and AMWC)
- Acted as a liaison with international distributors from 100+ countries; provided marketing materials, skincare products and medical training documentation for international tradeshows
- Modernized international newsletters and training materials, updated forecast and product sales reports
- Partnered with foreign consulate agencies to obtain visas in advance of travel



EXPERIENCE

Executive Assistant to GM & VP, Cloud Solutions

***BMC Software* | 2011 to 2013**

- Calendar and email management for GM & VP, arranged full day offsite meetings for Executives and visiting clients
- Coordinated All-Hands meetings, video conferences and conference calls involving 300+ global attendees
- Supported HR with interview process; including new hire onboarding and orientation sessions, initiated H1B Visa process and compiled required documentation
- Co-Chair of Events Committee; led team building events to enhance corporate culture/employee morale
- Domestic/International travel arrangements, processed expense reports in multiple currencies
- Created invite letters for visas, correspondence and presentations

Executive Assistant to CMO & EVP/GM, Marketing

***Citigroup* | 2005 to 2010**

- Calendar, email and phone management for CMO; also acted as a Personal Assistant; maintained corporate apartment, reserved vacation homes and handled all private travel arrangements and car transportation
- Partnered with Executives to organize Board Meetings, Townhalls and Executive Committee Meetings
- Heavy domestic/international travel arrangements, processed expense reports in multiple currencies
- Market research, compiled financial reports and proofed credit card designs

Executive Assistant to CFO & COO

***Spiegel Catalog* | 1996 to 2005**

- Assisted Board of Directors and international Executives of the German parent company - Otto Versand
- Partnered with Investor Relations to organize financial information for Annual Reports and SEC Filings
- Modernized and transformed catalog layouts, managed cost reports for photo shoots
- Organized annual banker and investor meetings for 200+ attendees
- Prepared presentations and financial charts/graphs

EDUCATION

- **Southern New Hampshire University**

Bachelor of Arts, Graphic Design
GPA 4.0, Summa Cum Laude

- **Southern New Hampshire University**

Bachelor of Arts, Marketing
GPA 4.0, Ceremonial Honors

- **College of DuPage**

AAS, Fashion Merchandising
Honors

- **Interior Designers Institute**

Interior Designer Certificate