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## **EXECUTIVE ASSISTANT • Committed to administrative support and performance excellence**

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**Diligent and detail-oriented** executive administrative with over 15 years of professional experience and a comprehensive understanding of executive dynamics – overseeing, arranging, and facilitating critical communications and meetings between senior leaders. Entrepreneurial mindset and analytical problem solver with proven effectiveness in identifying system inefficiencies and implementing corrective measures to improve cash flow, reduce costs, and strengthen business relationships.

### **Knowledge, Skills & Abilities**

- Report Development
- Executive Presentations
- Meeting Planning & Scheduling
- Office/Schedule Management
- Strategic Planning
- Problem Resolution
- Executive Presence
- Purchasing/Cost Control
- Budget Monitoring
- Training & Mentoring
- Project Management
- Process Improvement

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## **PROFESSIONAL EXPERIENCE**

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### **Credit Suisse, New York, NY**

**2005 – Present**

#### **Executive Assistant to Two Chief Auditors – Internal Audit (2013 – Present)**

Carved out and fulfilled critical role in this position supporting two Chief Auditors and the audit team. Manage daily calendars, meetings, coordinate extensive international travel, including flights, hotels and transportation in accordance with Firm policy and expense guidelines; prepare and track expense reports and reimbursements.

- Recognized as the primary corporate office liaison between the executive management team and the general staff.
- Communicate effectively with multiple departments to plan meetings; quickly became a trusted executive assistant known for “can-do” attitude, flexibility, and high-quality work.
- Standardized day-to-day operational procedures to minimize duplicate processes.
- Reverse more than \$5,000 in late fees on books, some dating more than one year, by negotiating with vendors and ensuring the timely payment of invoices moving forward.
- Coordinate and carry out special events, requests, projects, and communication plans.
- Onboard coordinator for new hires and represent Internal Audit as Floor Coordinator.

#### **Executive Assistant to Head of Healthcare – Equity Research (2011 – 2013)**

Delivered executive support to Head of Healthcare and two Managing Directors. Ensured consistent organization of the office to maximize operations. Managed a complex business calendar for the executive management team, constantly re-assessing critical business priorities with the appropriate sense of urgency.

- Scheduled all meetings and facilitated events for internal and external stakeholders.
- Researched, compiled, and presented detailed travel & expense reports to senior management on a monthly basis. Analyzed spending levels by business unit and identify cost saving opportunities.
- Mentored office staff; provided guidance and strategic insight on company decorum, client service, and behavioral expectations.
- Organized domestic and international travel itineraries, coordinated business meetings and conferences, submitted expense reports, and screened telephone calls.

#### **Executive Assistant to the Co-Head Investment of Banking – Energy Group (2005-2008)**

Provided a full range of executive support services for the Co- Head of the Alternative Energy Group. Responsible for document preparation, confidential file management, mail handling, supply ordering, and record maintenance.

- Scheduled conference calls, booked international travel, coordinated client meetings, maintained extensive calendaring
- Coordinated business meetings and conferences involving both internal and external executives.
- Managed call reports and client contact information via Outlook and Spider.

**ABN AMRO Bank, New York, NY****2004 – 2005****Executive Assistant Global Industries Group**

Provided full executive support to the Managing Director, Director, and Vice President. Scheduled conference calls, booked international travel, coordinated client meetings, maintained calendars, and created monthly pivot table reports for senior bankers.

- Recognized as the office “go-to” person for proofreading and editing.
- Wrote front desk office procedures, supply ordering, and data entry.
- Prepared expense reports, maintained attendance records, and monitored office supplies.
- Inputted call reports and maintained client contact information via Rolodex, call sheet, mailing list, and CIDAR.
- Effectively reorganized electronic files and provided MS Word/Excel troubleshooting for all staff members.

**Morgan Stanley, New York, NY****2003 – 2004****Temporary Executive Assistant to Global Head – Real Estate**

Supported Global Head of the Real Estate Investing Group, Executive Director, and Vice President. Coordinated international travel arrangements, itineraries, and expense reports.

- Maintained calendars, scheduled conference calls, and reports for client meetings.
- Researched and selected appropriate vendors.
- Prepared and submitted expense reports, distributed mail, handled faxes, filing, and photocopies.

**Goldman Sachs & Co., New York, NY****2000 – 2003****Administrative Assistant to Co-Head – Mergers & Acquisitions**

Supported Co-Head of Investment Banking Division, Managing Director, and Vice President. Maintained bankers' calendars, coordinated and managed travel arrangements and itineraries.

- Arranged and organized appointments and business meetings.
- Managed office files and organization initiatives.
- Created, edited, and proofread client presentations and business documents.

**COMPUTER/DATABASE/TECHNICAL SKILLS**

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MS Word • MS Excel • MS PowerPoint • MS Outlook • Concur • Lotus Notes • Client Dashboard • Type 65 wpm.