

## EXECUTIVE ASSISTANT/OFFICE MANAGER

### Summary

Continue to manage employees to perform their best, while improving productivity and reducing cost

### Highlights

Word, Excel, Outlook, PowerPoint, Adobe, ProDoc, Quickbooks, E2 System

### Accomplishments

Decreased costs by [Number] % by negotiating pricing with vendors regarding wholesale billing and marketing procedures.

### Experience

Executive Assistant/Office Manager , 01/2014 to Current Company Name

- Schedule and maintain multiple management calendars Daily communication with management, such as President, VP, CFO, COO and Director Research and schedule international and domestic travel arrangements for all traveling employees Prepare, review, update and distribute company revenue report Review, Approve and Enter Accounts Payable Invoices Follow-Up with ongoing tasks, such as scheduling appointments, ensuring correct information for meetings, telephone conferences and personal appointments Maintain company credit card accounts and consult credit card holders on proper usage Maintain company cellular account and employee usage Input and maintain drawings and specifics for Engineering department Schedule management meetings, prepare agenda and minutes (onsite and offsite meetings) Oversee and manage major projects, such as building expansion in Louisiana Analyze company's Master Service Agreements/Non-Disclosure Agreements and ensure execution is correct Prepare Expense Reports and ensure entries and calculations are correct Travel to Louisiana for major meetings Schedule, prepare and host multiple holiday parties (local and out of town).

Certified Fitness Trainer , 01/2012 to Current Company Name

- Improve monthly revenue by client references and satisfaction reflecting my performance Perform marketing and advertising strategies to reach potential clients Improve clientele by being attentive to clients' needs Initiate and manage appointments/training sessions with clients Punctual and prompt attentiveness throughout entire session Communicate effectively with potential and existing clients Ensure appropriate action/attention is addressed with engagements Gained trust with clients by consistent interactions Coordinate and manage clients' weight-loss statistics to best suit clients' needs.

Demo Representative , 01/2012 to 01/2014 Company Name

- Increased revenue at Expositions and Demonstrations, which resulted in top sales 2 consecutive years Improved productivity sales by developing techniques used by sampling products, which resulted in top sales demo representative in greater north Houston area Communicate with customers in diverse settings Perform multiple sampling techniques, such as live sampling Improve positive feedback by offering in-depth knowledge and details of product Manage, coordinate and arrange travel schedules and appointments Present attractive production to urge potential new customers Produce detailed documentation of impact on each demonstration Build and maintain internal/external relationships Manage and fulfill monthly budget requirements.

Legal Assistant/Office Manager , 01/2009 to 01/2014 Company Name

- Successfully improve monthly invoices by enforcing credit terms and agreements with clients Review, proofread, format and approve monthly invoices and income/expense reports Research, prepare, review and interpret legal documents under strict deadlines Oversee ongoing projects, such as mediations, depositions and meetings Provide exceptional follow-through skills in all tasks Coordinate procedures used for new clients to increase efficiency in court filings, mediations, court dates and conferences Perform communication tasks (verbal and written) to public, private and governmental agencies Manage advertising, marketing, scheduling, and collections Trained and supervised seasonal employees by coaching and enforcing routine-consulting regimes Initiate, maintain and organize physical and electronic client files Oversee main schedule and ensure availability and effectively manage time Provide administrative skills, such as close attention to detail, multi-tasking and analytical skills to ensure effectiveness of company.

### Education

Masters of Education : Counseling , May 2018 University of Houston Counseling

Bachelor of Science : Psychology & English , May 2014 University of Houston Psychology & English

Associate of Arts : English Language , August 2012 Lone Star College English Language

Certified Fitness Trainer : August 2012 International Sports Science Association

### Certifications

AHA First Aid, CPR, AED Training Certification, Oxygen Usage & Safety Awareness Training Certification, Bloodborne Pathogen OSHA Standard 29 CFR 1910.1030(g)(2)(i) Training Certification, Excel Continuing Education, Power Point Continuing Education, ACT! Database, ProDoc E-Filing Webinar

### Skills

Accounts Payable, ACT!, administrative skills, Adobe, advertising, analytical skills, scheduling appointments, attention to detail, budget, coaching, conferences, consulting, CPR, credit, clientele, client, clients, Database, documentation, Expense Reports, Filing, First Aid, legal documents, Director, marketing, meetings, Excel, Outlook, PowerPoint, Power Point, Word, multi-tasking, Pathogen, Quickbooks, Research, Safety, sales 2, sales, scheduling, statistics, telephone, Trainer, travel arrangements, arrange travel, written