

PERSONAL ASSISTANT/INTERN TO DEPUTY MINISTER OF CONSTRUCTION AND HOUSING- SIERRA, E. A.

Summary

Executive administrative support professional offering versatile office management, planning and research skills. Committed to quality performance, cognitive thinking and management of organizational goals.

Seeking a position of Development or Executive Assistant where my skills in identifying project strategies and locations are utilized for mutual growth and success. Particularly wish to apply my extensive research skills and customer service experience in a dynamic real estate setting.

Highlights

- Strong interpersonal and communication skills
- Articulate and well-spoken
- Professional and mature
- Meticulous attention to detail
- Results-oriented
- Russian (fluent)
- Spanish (advanced reading & writing)
- Advanced MS Office Suite knowledge
- Time management
- Database management
- Conference planning
- Travel administration
- Business correspondence
- Executive presentation development
- Employee training development

Accomplishments

- Awarded a bonus in recognition of managing the addition of more than 50 staff members.
- Planned corporate meetings, lunches and special events for groups of 50+ employees.
- Supported Deputy Minister (Russian Federation) through personal document management, calendar organization and collateral preparation for meetings with government officials.
- Helped manage and coordinate installation of a roadway and parking lot project within an entire commercial development.
- Wrote and produced a series of 10 audio and print stories for "PRISM" radio broadcast investigating economic development trends in the Washington, D.C. Metropolitan area (INTL TV, Services, Inc.)
- Earned "Dean's List" between 2012 and 2014.

Experience

Company Name City , State Personal Assistant/Intern to Deputy Minister of Construction and Housing- Sierra, E. A. 10/2014 to 12/2014

Organized files, developed spreadsheets and reports.

Managed the day-to-day calendar for the DM.

Created and maintained spreadsheets using advanced Excel functions and calculations to develop budget reports and lists.

Created PowerPoint presentations used for local construction projects.

Handled some media and public relations inquiries.

Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.

Planned travel arrangements for 10 executives and government officials.

Researching and analyzed current economic trends for urban mixed-use development.

Company Name City , State Executive Assistant to Director of Operations & CEO 05/2011 to 06/2014

- Managed the CEO's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
- Created expense reports, budgets and filing systems.
- Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level meetings.
- Processed travel expenses and reimbursements.
- Assisted with team building initiatives and overall support for maintenance of organizational culture and employee morale.
- Supported the human resources department in the annual employee review process to manage performance merit increases.
- Directed administrative functions for the directors, principals, consultants and key managers.
- Translated and edited Russian and Spanish news media into English.

- Frequently used word processing, spreadsheet, database and presentation software.

Company Name City , State Teacher Assistant 01/2006 to 06/2006

- Developed and taught Spanish language lessons to promote student interest on teacher's behalf.
- Fostered meaningful relationships among students through team-work community service projects.
- Collaborated with a team of faculty to develop after-school Spanish tutorial programs.

Company Name City , State Loan Officer Intern 01/2005 to 12/2005

- Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
- Developed and maintained relationships with local real estate agents.
- Learned to originate, review, process, close and administer customer loan proposals.
- Maintained strict confidentiality of bank records and client information.
- Reviewed and edited loan agreements to ensure accuracy.

Education

Master of Arts : Economics & Community Development 2015 Pennsylvania State University , City , State

GPA: 4.0

Bachelor of Arts : International Relations; Spanish Language 2008 George Mason University , City , State

GPA: 3.2

Skills

People skills; Interpersonal and communication, client/employee/student relations, customer service, team building, cultural diversity experience and advanced problem-solving.

Office Administration; MS Office Suite, database management, filing, financial statements/transactions, basic HR procedures, C-Level management, presentations, proposals, real estate knowledge, report writing, market research, translation, spreadsheet, employee training, travel arrangements, typing speed 60 WPM, word processing and editing