

ADMINISTRATIVE ASSISTANT | SECRETARY | OFFICE MANAGER

Education | Financial Services | Entertainment | Insurance

Resourceful, flexible, innovative, and trusted professional and leader able to effectively manage office administration and procedures and support high-level professionals. Experienced in coordination, organization, event, and resource planning for a wide range of business activities in fast-paced and complex environments.

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|--------------------------|----------------------------|-------------------------|
| √ Administrative Support | √ Presentation Arrangement | √ Invoice Processing |
| √ Operations Management | √ Manage Proprietary Data | √ Event Planning |
| √ Process Improvements | √ Budget & Record Keeping | √ Flexible Strategizing |

Professional Experience**NORWALK PUBLIC SCHOOLS**, Norwalk, CT

2020-Present

OFFICE ADMINISTRATOR TO THE DIRECTORS OF LEADERSHIP DEVELOPMENT

- Independently perform a full range of administrative functions to support the Directors of Leadership Development and School Support and Implementation Managers K-12.
- Complete various projects including PowerPoint presentations, Excel, and Google spreadsheets, maintain digital and physical files, bookkeeping, schedule and arrange meetings, procure space and materials for meetings, prepare invites and agendas, heavy calendar management.
- Oversee the planning, coordination, promotion, purchasing of materials for the district, create requisitions and place orders in MUNIS, process purchase orders, maintain relationship with vendors, ensure payment processing with finance department, assist with budget planning and maintenance, manage NOVAtime attendance for district administrators.

WORLD WRESTLING ENTERTAINMENT, INC., Stamford, CT

2017-2019

CONTRACT AND BOOKING ADMINISTRATOR. Assisted the Global Touring Director on all routing and booking process for 400+ US and Canada events, managed venue contracts with legal department to confirm accurate event documentation, secured all aspects and coordination to ensure market frequency and talent route planning.

SEQUEL CAPITAL, LLC, Greenwich, CT

2011-2017

OFFICE MANAGER (Followed with Executive from Hudson Cross Advisors/Windmill Management)

Provided a full range of support services for Managing Directors, managed all vendor billing, maintenance of supplies, office equipment, calendar and supported sales team with opening and closing mortgage branches.

HUDSON CROSS ADVISORS, LLC, New York, NY

2008-2011

OFFICE ADMINISTRATOR. Assisted Management on \$30MM real estate investment startup of twenty pools of single-family US residences, prepared all corporate documentation with legal department, managed payable and receivable account activity.

WINDMILL MANAGEMENT, LLC, Greenwich, CT

2006-2011

EXECUTIVE ASSISTANT. Increased executive productivity by effectively managing office including sensitive information, financial documents, and client records.

ISTAR FINANCIAL, INC., Glastonbury, CT

2000-2006

ASSET MANAGEMENT. Managed \$80MM in auto loan portfolios, ensured debt service performance and compliance, refined procedures to secure default remedies, dispensed portfolio performance to management, institutional investors, and rating agencies.

MBIA INSURANCE CORPORATION, Armonk, NY

1993-1999

ANALYST. Reviewed and analyzed mortgage-backed securities and prepared management cash flow reports.

Education

The University of Connecticut, Stamford, CT, Bachelor of General Studies