

Innovative and professional executive assistant with extensive experience within the educational setting. Skilled in operating all office technology and software necessary in a business environment. Dynamic communicator and builder of professional relationships with a keen ability to network among peers and key vendors. Expert problem solver with an innate focus on meeting the needs of those with whom I work. **Areas of Expertise include:**

- Scheduling/Gatekeeping
- Microsoft Office Suite
- Event Planning
- Alumni Management
- Public Relations
- New-Hire Training
- Facility Security
- Purchasing/Procurement
- Regulatory Compliance

Professional Experience

University of Maryland – Institute for Systems Research • College Park, Maryland • 2007 to Present

An interdisciplinary research unit at the forefront of research & education in system sciences and systems engineering.

COORDINATOR (2010 TO PRESENT)

Support the administrative and clerical needs of three faculty members and their respective research groups of students and junior faculty. Coordinate institute-sponsored events, plan travel arrangements, submit research proposals, screen phone calls, and draft documents on behalf of executives. Purchase supplies using cost-efficient methods and following policies established by the university.

Key Accomplishments:

- Coordinated the 30th Anniversary Workshop, BBI Workshop, and Denise Denton Empowering Leaders Workshop

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE DIRECTOR (2007 TO 2010)

Scheduled the daily duties of the Director and assisted senior staff with clerical support. Served as the gatekeeper to the Director and acted as a liaison to the campus community and the public. Ensured the daily needs of the staff and visitors were met and expectations were exceeded.

Key Accomplishments:

- Coordinated the NSF Review and Gala

Prince George's Hospital Center • Cheverly, Maryland • 2000 to 2007

A general medical and surgical hospital with 156 beds.

ADMINISTRATIVE ASSISTANT

Provided clerical assistance to the Internal Medical Residency Program. Arranged all departmental social events, orientations, dinners, and graduations. Audited weekly payroll for Program Director approval and trained new residents on hospital software. Served as a gatekeeper to executives ensuring their time was used efficiently and not wasted.

Key Accomplishments:

- Designed and administered the new-hire orientation program for incoming medical students.

Additional clerical and administrative experience as Assistant to the President at Power MFS (1999-2000) and as Secretary at Butler and Simmons (1999)

Education & Training

Courses toward Bachelor's Degree

UNIVERSITY OF MARYLAND – UNIVERSITY COLLEGE | College Park, Maryland