

general organizational meetings). Created agenda's & managed all logistics for all meetings, Recorded minutes and tracked action items

- Schedule meetings with international organizations, Worked with multiple time zones.
- Maintained department alias in order to send communications to entire organization
- Maintained department organizational charts
- Created and tracked purchase orders

Executive Administrative Assistant to Vice President

Supported Vice President of Documentation group, 5 direct reports and entire organization as needed.

- Coordinated logistics for all meetings, created agendas, recorded minutes, tracked action items from meetings (3-5 day planning meeting, all hands, staff, etc...)
- Coordinated video conference meetings and secured materials
- Effectively managed travel, including air, hotel, and car. Secured visas and passports
- Coordinated space needs for new hires, visitors and guests
- Organized social events: parties, lunches, dinners and building wide events
- Set up meetings with administrative assistants for self taught training
- Managed space needs in general: secured office space and storage for multiple buildings

Executive Assistant to Executive Vice President of Software

Asked to support Executive Vice President. This assignment lasted for 4 months until he found a permanent administrative assistant (whom he already picked). Managed calendar, scheduled meetings and travel, kept him on schedule, handled sensitive information. Was asked because of my professional reputation.

Administrative Assistant to Sr. Director

Supported Senior Director of the Solaris Engineering Organization. Managed calendar for Senior Director and Directors reports. Provided back- up administrative support for 12 managers. Provided administrative support for the local team as international organization as needed.

- Maintained organizational charts, information guides (contact information for 200+ people)
- Extensive travel arrangements – UK, India, China, Russia, Prague, Germany, + more
- Scheduled and coordinated all meetings for organization one-on-ones. Coordinated logistics for all meetings
- Recorded minutes and tracked action items from meetings
- Maintained spreadsheet for processing contractor pay
- Published on call schedules & processed pay for engineers who worked after hours
- Maintained department aliases as well as the building space alias (office allocation)
- Managed space and storage needs in multiple buildings on campus
- Secured offices for new hires. Helped new hires, and assisted in their orientation
- Coordinated building wide clean ups
- Lead for 3 separate restacks - Building wide move to seat organizations near each other
- As event coordinator, set up lunches, dinners, special events, building wide parties for as many as 300+ people

MAXIM COMPUTER SYSTEMS CORPORATION (Fremont, CA) 03/1991 – 3/1999
Receptionist/ Dispatcher/ Customer Service Representative +.

EDUCATION: Bachelor of Arts, Human Development, CSUH. AALiberal Studies