

INSERT NAME

Contact Info here

Professional Summary

A high energy results-driven professional with 20+ years in Executive Support. Demonstrated ability to navigate a multitude of assignments for decision makers that bring ideas from concept to reality on various platforms such as On-Air Content, Packaged Goods and Digital Products.

Skills

- Project and Client Relations Management
- Event Planning
- Supervision and New Hire Training
- Logistics and Process Management
- Executive Support
- Strong Organizational and Analytical Skill

Work History

HBO/ Time Warner Inc. *Executive Assistant* 2007-Present

VP/Planning & Analysis August 2013 to Present:

- Administrative support for VP and three Directors (i.e. book travel, manage expense reports, video conferencing and presentations)
- Plan and execute logistics for US/Canada/International yearly offsite Staff Meeting in NY
- Responsible for technical set-up and functionality of equipment in conference rooms (i.e. VGA, HDMI, Blue Jeans, Apple TV etc.)
- Project lead for H.E. holiday initiative managing the creative, design and distribution to teams
- Process billing and invoices for supplies, subscriptions and special events
- New hire set-up and office space allocation for Global Teams visiting NY office

VP, Consumer Marketing July 2008 to August 2013:

- Managed DVD product supply for HBO & competitive Films, Comedy Series, Dramas and Documentaries
- Collected/Reviewed competitive advertising from trade & consumer subscriptions
- Applied analytical methods to identifying alternatives & developing solutions to problems
- Assisted with company's quarterly Board of Directors and Committee meetings

Senior Executive Assistant/Supervisor at Time Warner, Inc. May 2007 to July 2008:

- Office of CEO & Chairman - Time Warner Corporate
- COO and Executive Vice President -Time Warner Cable
- Executive Vice President & General Counsel - Warner Music Group

Disney/ABC Television Network *Manager, Day of Air Operations* April 1989 – May 2006

- Managed daily network feeds (Analog, Digital, and HDTV) for all live and integrated shows
- Supervised technical facilities and scheduling for four (4) production studios and staff

Technical Skills

Blue Jeans Video Conferencing, Office 365; Outlook, Junos Plus, Artesia, Proficient in Windows 7 and 8.1 based environments including: MS Office, Excel, Word, PowerPoint, Photoshop; Concur Expense Management; Graphics Operator; AVID Media Composer & Video Editing; Internet Research; Proofreader; Type 65+ WPM

Education

Hunter College, New York, Bachelor of Science – Communications (pursuing)

New York School of Visual Arts, New York, Video Editing & Avid Media Composer