

INSERT NAME

Contact Info here...

Professional Summary

A high energy results-driven professional with 20 years of office management and executive support for an established brand in the entertainment industry. Demonstrated ability to navigate a multitude of assignments in Corporate Services, Finance, Real Estate and Facilities management.

Skills

- Systems Administrator
- Executive Support
- Vendor Management
- Office Manager and Facilities Rep
- Financial Analysis
- IT liaison for process improvement

Work History

HBO 1994-2014 New York, NY

Coordinator – Facilities, Finance and Real Estate January 2010 to December 2014:

- Developed forecasts and reports for the Director of Administration on the accounting and financial transactions of the Real Estate & Facilities departments with an overall Budget of \$98MM
- Vendor management for landlord and property managers to ensure compliance of contractual/lease agreements and provided landlords with “certificate of insurance” for all leased properties
- Monitored and reconciled monthly records; re-class of accounts, check deposits for vendor commissions and electricity incentive rate credits for HBO
- Arranged ad-hoc reports from Harbor Flex and Oracle using GL wand (i.e. property portfolio)
- Prepared the yearly tax protest for the HBO building
- Trained employees and New Hires on the use of Catertrax ordering system
- Prepared utility/rent budgets and created purchase orders for the department

Administrative Assistant – Corporate Services Department October 2005- December 2009:

- Administrative support for the Director of Administration including expense reports, travel confirmation, conference calls, meeting agenda and visitor requests
- Oversee on a monthly basis the maintenance of the Corporate Services Department website

Procurement Coordinator – Facilities June 2005- September 2005:

- Managed supplier catalogues and ran ad hoc reports in PNet and Business Objects
- Coordinated account reconciliation with suppliers and arranged process improvement for Facilities
- Primary back-up for the Facilities Purchasing Agent responsible for coordinating all office supply order discrepancies and returns

Accounts Payable System Specialist – Finance January 2000- December 2005:

- Managed the integrity of HBO's Approval Management System and collaborated with IT on resolving issues and future enhancements
- Systems Administrator for the Expense Management System including research, testing and training on reports for examining trends and spend analysis
- Reviewed system design including user interface and report layout while implementing process improvement
- Produced monthly audit reports using ACL for Sarbanes Oxley compliance
- Content contributor to the “Money Matters” Section of HBO’s Intranet

Administrative Assistant – Finance March 1994- January 2000:

- Carried out administrative duties for the Director of Accounts Payable and staff of 24 employees
- Coordinated all aspects of the IAPP conference for the NY/LI Chapter, which involved selection of location, invitation, catering, managing guest list and RSVP list
- Assisted the Expense Report Department in processing expense reports and approval of cash advances
- Responsible for the timely payment of talent, crew and temporary employees for all HBO and Regional Offices

Activities

2010- Present	Ambassador to the Cathedral School of St. John the
2012- Present	Mentor for the Young Media Mind Program
2014	Urban Action Showcase & Expo Volunteer
2012-2014	Weight Watchers at Work Recruiter
2011-2012	Co-Chair for the annual Absalom Jones Benefit and Auction
2010-2012	Co-Chair for the POSOC (stands for??)
1999-2012	High School Mentor in conjunction with HBO and the NYC Department of Education

Technical Skills

Office 365, Junos Plus, Oracle, GL Wand, Lease Harbor-Harborflex, HTML Programming, Teamsite, Xpedio, Business Objects. Mac Pro User. Proficient in Windows 7 and 8.1 based environments including: Outlook, MS Office, Excel, Word, PowerPoint and Access; Internet Research; Type 60+ WPM

Education

Baruch College in New York: Bachelor of Business Science degree (BBS) – Computer Information Systems
Borough of Manhattan Community College: Associate of Applied Science degree (AAS) – Liberal Arts