

Mary Murphy

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Tools for Transition Sample Resume

EXECUTIVE ASSISTANT / PERSONAL ASSISTANT

Providing support to

CFO / CEO / COO / President / Executive Vice President / Board of Directors

Controller / Director of Human Resources / Managing Director

Experienced administrative professional with solid background in supporting C-level executives and senior managers. Uses excellent organizational abilities, clear communication, sense of urgency, and willingness to take on a wide range of responsibilities.

Takes initiative to improve processes in areas such as accounts payable and receivables, human resources, recruiting, and general office management. Builds productive and collaborative working relationships with executives, managers, staff, clients and vendors, responding to changing and multiple priorities. Discrete, meticulous, and experienced in working with confidential matters with good judgment.

AREAS OF EXPERTISE

- Budget Monitoring
- Confidential Correspondence
- Domestic / International Travel Arrangements
- Expense Reports
- Event / Conference Planning
- Financial Reporting
- Internal / Offsite Meetings
- Multiple Calendar Management
- Personnel Records
- Process Improvements

PROFESSIONAL EXPERIENCE

Confidential.....2007 – 2009
Independent fraud risk management firm

SENIOR ADMINISTRATIVE ASSISTANT

Provided support to the Chief Financial Officer, Controller, and Director of Human Resources and Recruiting. Prepared highly confidential operating and financial information for senior leadership and Board of Directors.

- Created and designed various forms and documents which became company standard. Designs won company competition and received special award.
- Established new accounts payable entry procedure which improved client and vendor relations.
- Performed key research and made recommendations for managers to purchase and implement new online recruiting software.
- Developed checklist for new hire orientation which facilitated the process.

Confidential..... 2005 – 2007
Leading experiential marketing agency

EXECUTIVE ASSISTANT

Performed complex administrative duties for the President and Executive Vice President. Produced reports for budget planning and other management needs.

- Oversaw all administrative details for various functions, including internal and offsite meetings.
- Collaborated on development and smooth delivery of PowerPoint presentations for monthly meetings to staff of over 200.

Confidential 2003 – 2005
 Online catalogue division for lingerie, personal care and beauty products

EXECUTIVE ASSISTANT

Hired permanently by Executive Vice President after establishing a positive rapport during temporary assignment. Handled new hire paperwork, insurance forms, and records for 30 department employees.

- Handled complicated logistics for domestic and international business and personal travel, including private and commercial air transportation and entertainment.
- Prepared complex expense reports and coordinated heavy calendar.
- Successfully monitored \$100K+ departmental budgets.
- Processed all departmental invoices and accrued monthly expenses to ensure timely payments.

Confidential 2002 – 2003
 Private equity investment firm

EXECUTIVE ASSISTANT

Managed confidential correspondence and performed a full range of executive administrative duties. Planned and coordinated quarterly subsidiary meetings

Confidential 2002
Confidential 2001 – 2002

EXECUTIVE ASSISTANT (Contract)

- Provided full range of administrative support services to various Managing Directors (Morgan Stanley Investment Banking Division).
- Supported Chief Operating Officer, plus provided backup for President and CEO. (Brookfield).

Confidential 1992 – 2001

EXECUTIVE SECRETARY

Supported same Managing Director the first 6 years. Served as backup assistant to Vice Chairman on Executive Floor. Assisted traders on the Equity Trading floor as needed.

- Supported various Managing Directors, including complex travel arrangements and expense reports.
- Successfully arranged all aspects of numerous domestic conferences for more than 100 attendees.

EDUCATION

Confidential College
 Associates Degree, Business Management, Dean's List

COMPUTER SKILLS

Microsoft: Word, Excel, PowerPoint, Outlook
Accounting: Great Plains, Peachtree for nonprofit organizations
Applications: Lotus Notes, PageMaker

COMMUNITY INVOLVEMENT

Methodist Hospital, volunteer
 Susan G Komen for the Cure – Breast Cancer, participant in 3-day, 60-mile walk
 American Heart Association, Go Red for Women