

# CAROLYN WALLACE

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## SENIOR EXECUTIVE ASSISTANT

Top notch administrative assistant with 15+ years of experience supporting senior-level management executives in the manufacturing industry. Outstanding organizational skills capabilities that extend to coordinating national events, planning corporate meetings, and handling special projects. Possess a strong financial acumen ideal for tracking inventory, preparing payroll, performing account reconciliations, managing A/P, and preparing month-end reports.

## PROFESSIONAL EXPERIENCE

### ADMINISTRATIVE SUPPORT

- Providing right-arm administrative support to the Plant Manager and 12 direct reports for this leading manufacturer of disposable products for medical and cosmetic industries.
- Managing all aspects of an executive calendar and day-to-day office operations.
- Coordinate domestic and international travel arrangements and high-profile meetings.

### OFFICE MANAGEMENT

- Handling HR matters - from hiring, training, and supervising a staff of four office clerks to preparing payroll for both the staff and 150+ plant workers.
- Assisting with inventory tracking, ISO compliance audits, and purchasing activities.
- Negotiating vendor contracts for business services, from housekeeping to office supplies.
- Setting up the office in readiness for company relocations.

### MARKETING & EVENT COORDINATION

- Creating PR copy for print ads and social media and managing marketing campaigns to drive brand visibility, product launches and market share performance.
- Directing the planning and execution of traditional and digital marketing campaigns.
- Coordinating company presence at major annual tradeshow throughout Europe and Asia.
- Managing participant databases, invitations, name badges, event registration confirmation, materials, booth set up, menu planning, and catering services.

<b>Senior Executive Assistant to Plant Manager</b>   VENTICORD - Glendale, CA	2015 – Present
<b>Executive Assistant to Director of Engineering</b>   BILT LIFTS- Santa Monica, CA	2009 – 2015
<b>Administrative Assistant to Marketing Manager</b>   ITC- Santa Monica, CA	2005 – 2009

## EDUCATION

B.B.A | LIVINGSTON UNIVERSITY - St. Louis, MO

## COMPUTER SKILLS

MS Word, Excel, PowerPoint, Outlook, Visio, QuickBooks, SAP