

MARY JONES
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A professional executive secretary with more than 13 years' experience as an executive assistant to Presidents and Chief Executive Officers. A team player who is able to work independently and is responsible, mature, organized, flexible, creative, efficient under pressure and able to meet deadlines.

EXPERIENCE

XYZ Power Inc., Irvine, California

1995-2009

Executive Assistant to the President (2001-2009)

Assisted a series of presidents and Chief Executive Officers prior to, during, and after two company sales and corporate restructuring of a \$102 million company. Maintained continuity and efficient operation of the executive office including ongoing administrative duties.

- Directed a 15-person taskforce that created and compiled an administrative manual for company-wide distribution.
- Managed the reprographics department, mailroom, receptionists, switchboard operators and secretary-at-large during various periods of transition.
- Developed departmental budgets, performed annual salary and performance reviews and scheduled personnel.
- Actively participated in decisions pertaining to the preparation and move to new offices. Worked with space planners, interior designers, consultants and staff.

Administrative Assistant (1995-2001)

- Coordinated board presentations and meetings, scheduled appointments and made travel arrangements.
- Composed and edited correspondence.
- Acted as day-to-day liaison with senior management, joint venture partners and all levels of internal staff.
- Temporarily relocated to the East Coast to support establishment of new headquarters for the development company.
- Worked with architects and space planners to accomplish build-out of new office space; selected travel agency; purchased and/or leased office furniture and equipment; hired personnel.

Los Angeles Corporation, Los Angeles, California

1985-1994

Estate Coordinator (1990-1994)

Served as estate administrator for a prominent family. Responsible for estate and trust research. Managed thoroughbred horse operation without interruption and handled payment of family personal and household expenses.

- Secured appraisals for insurance and probate.
- Researched and assembled probate estate and tax data; coordinated data for discussion of pertinent issues and participated in estate meetings with attorneys, accountants and trustees.

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Los Angeles Corporation, Continued

Executive Secretary (1987-1990)

Personal executive secretary to the Chairman and the Chief Executive Officer. Duties included personal correspondence and payment of personal expenses, accounting and maintenance of business records.

- Maintained personal insurance records and acted as liaison with senior management and insurance company representatives for medical, liability, life, household, antiques and fine arts, workers' compensation and animal mortality.
- Assumed duties of the corporate executive secretary, including scheduling appointments, travel arrangements and correspondence.

Secretary to the General Manager (1985-1987)

Took dictation, made travel arrangements, scheduled appointments, coordinated conference attendance and staff meetings, maintained contact with clients and internal personnel.

EDUCATION

Rio Hondo College, Whittier, California

Associate of Arts

SKILLS: WordPerfect, Microsoft Windows, Org Plus, Paradox, Lotus 1-2-3