

# STACEY LENNON

Personal Assistant

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles,  
CA 90291, United States

## LINKS

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

[Instagram](#)

## SKILLS

Customer Information Mana...

Asana

Trello

Yast

MS Outlook

MS Project

MS Office

Calendar Management

Travel Planning

Email Response Handling

Presentations

Proposals

Content Research & Develop...

## PROFILE

*Energetic and dynamic Personal Assistant with six years of experience working for a high-level executive in the pharmaceutical industry. Strong computer and research skills and bilingual in French, German and Italian. Interpersonal communication and organization. Currently completing an Associate's Degree in Business Administration.*

## EMPLOYMENT HISTORY

### Personal Assistant to the CEO, Price & Smith Legal Associates

Seattle

Jan 2018 - Apr 2019

*Introduced a multi-calendar diary system that automatically alerts the CEO of upcoming professional and personal appointments each executive of impending work schedules and appointments.*

- Maintain multidimensional complex calendar system for CEO's personal and private business
- Create an effective digitized filing system that can sync across multiple devices
- Prioritize emails, sort incoming emails and handle outgoing mail correspondence
- Organize board and foundation meetings as well as web meetings in different time zones
- Conduct research and preliminary draft proposals
- Handle courier and pick up services
- Organize and facilitate private functions for the CEO and family members
- Devise shopping lists and organize grocery deliveries
- Keep up with CEO mobile, tech and media subscriptions to renew or cancel
- Handle travel arrangements including flights, car hire, accommodation restaurant reservations and outings

### Personal Assistant, Concord Aviation

San Francisco

Jan 2016 - Dec 2017

Database Management

DropBox

Adobe Dreamweaver

Slack

Wunderlist

iWork

Yack.net

TeamGantt

ScheduleIt

Skype

Zoom

## LANGUAGES

---

English




French



Italian



Russian



*Improved communication between the CEO and international managers by setting up a call recording system with transcribing functionality to track and record all telephonic conversations and automatically email transcription notes to all relevant parties within 24 hours.*

- Devising and maintaining office systems, including data management and filing.
- Arrange personal and professional travel schedules, visas and accommodation on behalf of the manager
- Occasionally, accompany the manager on international assignments to take notes or dictation at meetings and provide general assistance during presentations
- Screening calls, inquiries and requests and deal with them appropriately
- Meeting and greeting visitors to the manager's office
- Organize and maintain business and personal diary and making appointments or reschedule meetings if needed
- Dealing with all incoming and outgoing on behalf of the manager
- Administrative support includes: carrying out background research and presenting findings, producing documents, briefing papers, reports and presentations

### **Corporate Virtual Assistant, Outsourced PA Services** Remote Role

Jan 2013 - Dec 2015

*Increased office correspondence response rate efficiency by 60% by using AI to filter most common requests for information and providing automated response letters to senders.*

- Conduct calendar management duties for clients, coordinate travel and meeting arrangements,
- Oversee accounts receivable and payable and respond to all client and customer queries via email, telephonic or instant message chat platforms
- Conduct research and compile draft reports
- Coordinate marketing efforts by creating and updating websites or blogs, overseeing social media accounts like Facebook or Twitter, and drafting and publishing press releases
- Schedule online meetings via Zoom and Webex

---

## EDUCATION

---

### **University of Charleston, Associate's Degree in Business Administration** Charleston

Apr 2016 - Apr 2019

**International Association of Administrative Professionals (IAAP), Certified Office Assistant**

Portland

Jan 2014 - Apr 2014

---

## **COURSES**

---

**Professional Written Communications Course, Lincoln Technical College, Indianapolis**

Jun 2013 - Oct 2013

**Certified Administrative Professional, International Association for Administrative Professionals (IAAP), Portland**

May 2010 - Nov 2010

**Office Procedures Course, Technical College for Secretaries, Richmond**

Jan 2009 - Oct 2009

**Certified Virtual Assistant, International Virtual Assistants Association, Online**

Jun 2008 - Nov 2008