

Stacey Lennon

Personal Assistant



ADDRESS	1515 Pacific Ave, Los Angeles, CA 90291, United States	PLACE OF BIRTH	San Antonio
NATIONALITY	American	DRIVING LICENSE	Full
LINKS	Facebook , Twitter , LinkedIn , Instagram		

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

Jan 2018 – Apr 2019

SEATTLE

Personal Assistant to the CEO Price & Smith Legal Associates

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

Jan 2016 – Dec 2017

SAN FRANCISCO

Personal Assistant Concord Aviation

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

Jan 2013 – Dec 2015

REMOTE ROLE

Corporate Virtual Assistant Outsourced PA Services

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

Apr 2016 – Apr 2019

CHARLESTON

University of Charleston Associate's Degree in Business Administration

Jan 2014 – Apr 2014

PORTLAND

International Association of Administrative Professionals (IAAP) Certified Office Assistant

Skills

Customer Information Management Systems

Asana

Trello

Yast

MS Outlook

MS Office

Travel Planning

Presentations

Content Research & Development

DropBox

Slack

iWork

TeamGantt

Skype

MS Project

Calendar Management

Email Response Handling

Proposals

Database Management

Adobe Dreamweaver

Wunderlist

Yack.net

ScheduleIt

Zoom

Courses

Jun 2013 – Oct 2013

LINCOLN TECHNICAL COLLEGE,
INDEANAPOLIS

Professional Written Communications Course

May 2010 – Nov 2010

INTERNATIONAL ASSOCIATION FOR
ADMINISTRATIVE PROFESSIONALS
(IAAP), PORTLAND

Certified Administrative Professional

Jan 2009 – Oct 2009

TECHNICAL COLLEGE FOR
SECRETARIES, RICHMOND

Office Procedures Course

Jun 2008 – Nov 2008

INTERNATIONAL VIRTUAL ASSISTANTS
ASSOCIATION, ONLINE

Certified Virtual Assistant

Languages

English



French



Italian



Russian

