

# Robin Swartz

## EXECUTIVE ASSISTANT

(859) 576-3334



Robin.Swartz@gmail.com



linkedin.com/in/robinswartz



### QUALIFICATIONS

Proven administrative, communication and organizational skills. Highly motivated, goal orientated, and skilled in dealing with others in a variety of settings. Able to assess situational needs and to implement creative solutions.

### TECHNICAL SKILLS

Microsoft Office:

*Word*

*Excel*

*PowerPoint*

Adobe Photoshop

SAP

Jive Platform

Dedicated and conscientious with the ability to simultaneously manage multiple tasks. Effective under pressure and within time constraints. A positive attitude and excellent interpersonal skills resulting in highly productive working relationships with clients, management and staff.

### CURRENT EXPERIENCE

**Executive Assistant, Corporate Communications**  
May 2008 — Current

### AWARDS and CERTIFICATIONS

**Make It Happen Award**

Administrative Excellence  
2005

**Role Model Leadership  
Certification**

Dec. 2002

Executive level support to Vice President and Corporate Communications department. For the past seven years I have assisted in the implementation and improvements of various processes used by the department to effectively provide timely and valuable employee and corporate communications.

### REFERENCES

Emily Rardin  
(859) 608-0605  
erardin@lexmark.com

Amanda Stamper  
(859) 230-6059  
stamper@lexmark.com

Melody Brown  
(425) 985-3327  
quotakilla@live.com

- Employee communications support provided through distribution of mass emails and posts to employee intranet (Jive platform)
- Public and media relations, handling of calls placed to company press line
- Coordination and deployment of news releases
- Corporate event planning
- Producing original graphic content to support messaging using Photoshop
- Contributing to executive communication support utilizing expertise in PowerPoint
- Procurement of supplies, equipment and subscriptions
- Reconciliation of purchasing and travel expenses within SAP
- In-house video production support

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## PREVIOUS EXPERIENCE

### **Administrative Assistant, US Commercial Sales and US Solutions Development**

Sept. 2006 – May 2008

- Expense reporting and reconciliation
- Travel arrangements
- Calendar management for VP and staff
- Create presentations, charts and other correspondence
- Organize and facilitate conference calls and webinars
- Organizing department meetings and events

### **Administrative Assistant, Business Software and Solutions**

May 2005 – Sept. 2006

- Domestic and International travel arrangements
- Calendar management for VP and managers
- Ordered supplies and equipment
- Data entry and monitoring of headcount database

### **Administrative Assistant, Customer Support Services**

Oct. 2002 – May 2005

- Managed calendars for VP, directors and managers
- Developed presentations, charts and training materials
- Coordinated meetings, events and onsite training for Worldwide Service Delivery Team
- Administration and storing of documents relating to Corporate Security (Disclosure Agreements)

### **Administrative Assistant, Sales & Marketing**

Feb. 1999 – Oct. 2002

- Meeting Coordinator for onsite, external and sales training events and conferences
- Department budget and travel expenses
- Organization and development of presentations and sales collateral