

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.

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.

TECHNICAL SKILLS

Microsoft Office:

Word

Excel

PowerPoint

Adobe Photoshop

SAP

Jive Platform

CURRENT EXPERIENCE

Executive Assistant, Corporate Communications

May 2008 — Current

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.

AWARDS and CERTIFICATIONS

Make It Happen Award

Administrative Excellence
2005

Role Model Leadership Certification

Dec. 2002

REFERENCES

Emily Rardin

(859) 608-0605

erardin@lexmark.com

Amanda Stamper

(859) 230-6059

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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