

PROFESSIONAL EXPERIENCE

Executive Office Coordinator

Atlas Tubular, LLC

May 2015 to May 2016

- Assistant to Vice Presidents: all administrative support, travel arrangements business and personal, processing and submitting expense reports, calendar scheduling, assisting with various personal matters.
- Primary contact for Houston executive sales office, greeting and welcoming clients upon reception, answering multi-line telephones, responsible for company knowledge directing calls to appropriate contacts.
- Companywide travel assistance for international and domestic travel for all staff including Executive Leadership: accommodations, flights, ground transportation, travel expense reporting and per diem.
- Achieve financial objectives by preparing expense reports and maintaining executive purchases.
- Maintain office operations and procedures: controlling correspondence; designing filing systems; reviewing and approving supply requisitions; primarily responsible for office supply inventory and ordering.
- Management of all internal day to day functions of the office: Assisting all office staff with various administrative support such as fax, email, copy, printing, conference room scheduling, typing and reports, and luncheon arrangements.
- Maintain office efficiency by planning and implementing office systems, layouts and equipment procurement.
- Implement office policies by establishing standards and procedures.
- Keep management informed by reviewing and analyzing reports and summarizing information.
- Assisting Sales Team with weekly and monthly reports.

Patient Liaison Coordinator

Barbados Fertility Centre

Jan. 2013 to May 2015

- Proven efficient multi-tasker with diverse job responsibilities and minimal supervision. Productive, organized, customer service focused, and entrusted with highly confidential records.
- Primary contact for all international patients: Responsible for contacting all future and current patients providing travel support, coordinating all travel aspects: holiday package details, flights, accommodations, ground transportation, and local mobile telephones. Provides clinic staff and contractors travel support for all business travel international and within the Caribbean.
- Meet with various corporate Airline and Hotel providers, creating business relationships and negotiation of corporate rates.
- Manage onsite Life Wellness Centre: responsible for welcoming patients, scheduling appointments, billing, payments, therapist interviews, educating clients on benefits of holistic

- treatments, preparing Centre and treatment rooms for therapies throughout the day, promotional advertising ,and maintaining company social media sites.
- Oversee company Emergency Preparedness Plan: Review and updating Emergency plans for Fire, Hurricane, Acts of Violence and Civil Unrest, scheduling and supervising quarterly Fire Drills, staff safety training, monitors servicing and installation of safety equipment.
 - Provide Administrative Assistance to Clinic Directors and Office Manager with various tasks and all requests, such as reconciling billing, wire transfers, tracking payments, coordinating continued education courses for Doctors and nursing staff, ordering office supplies, scheduling various contractors on an annual, monthly and as needed basis.
 - Assists to ensure documents, standards, and company requirements are met to achieve and retain Joint Commission International Accreditation.
 - Trained in all Reception tasks: answering multi-line phones, welcoming and greeting patients, handling confidential files, scheduling appointments, patient invoicing and collecting fees, prepare and balance daily financial registers.
 - Responsible for activating all out of office email and telephone messages for employees and/or company holidays.
 - Start up and oversees company Recycling program.
 - Public Speaking: Seminar and Conference Presenter educating public on Travel to Barbados, and Benefits of Wellness complimenting medical procedures (largest seminar 750 attendees).

Executive Staff Associate

Hess Corporation

Apr. 2011 to Sept. 2012

- Responsible for providing administrative travel and expense support for the Exploration & Production Technology (EPT) teams including Geology and Engineering VP's, Managers, and Chiefs.
- Self-motivated, focused, with strong organization skills, effective written and oral communication skills, ability to meet deadlines, prioritize, proven multi-tasker with accurate attention to detail, worked with minimal supervision and confidential information, daily proactive approach, strong graphic skills.
- Arranged and confirmed all International travel arrangements, coordinated with EPT staff and offices: air, car, transport, hotel. Coordinated all adjustments to travel agendas as needed. Arranged and confirmed Domestic travel as requested.
- Ensured all travelers had proper briefing on offices, location, countries and materials needed for travel.
- Point of Contact with all International and Domestic offices visited. Ensured Environmental Health & Safety (EHS), Country Managers, and region VPs were informed of all travelers and dates of travel.
- Maintained current list of Contacts (Names, Numbers, Positions) for visited offices, all EPT staff and emergency contact information. Maintained contact with EHS organization to ensure up-to-date international travel information.
- Ensured all international travelers had proper Vaccinations and preventative medication, which may be required or recommended for certain travel locations.
- Organized and assisted in timely acquisition of necessary Visas and Passports as needed.
- Assisted with expense reporting upon return of travel.
- Worked with local admin to organize training accommodations: Rooms, Invitees, Food, Transport, Etc. Assisted with local training sessions, Lunch & Learn arrangements.

Executive Assistant

Saudi Aramco Services Co. (Contract for Yanbu Export Refinery Project)

June 2008 to Apr. 2011

- Responsible for secretarial support for several Lead Engineers (VP and Directors) as well as other Department Heads equaling to approximately 48 individuals.
- Support for Executive level staff for deployment to their next permanent locations.
- Responsible for Executive expense reports, combined with other duties – email, fax, copy, typing, office supplies and the management of all essential tasks.
- Track record of accurately completing information management, research and marketing support activities within a demanding time frame.
- Develop and maintain administrative processes to improve accuracy and efficiency and achieve organizational objectives.
- Responsible for maintaining executive files and organizing corporate functions.
- Create spreadsheets, power point presentations, and word documents used in executive meetings.
- Successfully coordinated and hosted numerous meetings; created invitations and maintained a given budget.

EDUCATION

Associates Degree in Biology

San Jacinto Community College

2006

SKILLS

Computer: MS Office, Word, Excel, PowerPoint (Advanced), Access (Intermediate), Outlook, Salesforce, Xpenser, Concur, PeachTree, ConstantContact