

Glory Handshy

Experienced Executive Assistant

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Dynamic and resourceful administrative professional deeply skilled at aligning office resources and activities with business objectives. Detail-oriented and organized with a proven record of providing executive support while supporting multiple functions within organizations. Able to adapt to various technology platforms and become proficient quickly. Self-motivated and adept at prioritizing and completing tasks independently. Easy-going nature that builds rapport and high-performing teams.

Skills

Office Management | Business Operations | Executive Assistance | Organization | Customer Satisfaction
Process Improvement | Accounts Receivable | Accounts Payable | Web Content Management | Social Media
Calendar Management | Data Entry | Web Analytics | Verbal and Written Communication | Professionalism
Payroll Management | Adaptability | Team Player | Resource Planning | Budgeting and Auditing
Notary Public | Typing 60+ WPM & 10-Key | Document Auditing | Travel Arrangements

Technology

Microsoft Office Suite | QuickBooks | Smartsheet | Photoshop | WordPress | Adobe Illustrator | ADP | ModX
Adobe Acrobat Pro | Asana | Google Analytics | Google AdWords Editor | Bing Ads Editor | AMTDirect
Hootsuite | Adobe Spark | Canva | NetSuite | doc-link | Picis | ProMed | Epic

Experience

LINK Staffing Corporate Offices - Houston, TX

09/2019-PRESENT

Office Manager/Executive Assistant

- Executive Assistant to two CEOs and two Vice Presidents
- Manage Office Coordinator and delegate tasks accordingly
- Transcribe emails and documents for CEO
- Proofread and edit correspondence on behalf of the C-Suite and the Marketing Department, ensuring a professional example
- Manage the Marketing Department with marketing input and creative direction
- Manage purchasing and approve invoices for the Administrative Department and propose adjustments as needed.
- Assist Vice President of Franchise Development with contract management, vendor orders, filing, etc.
- Assist in planning and overseeing of national events hosted by Link Staffing
- Propose, develop and implement budget changes for Administrative & Marketing Departments
- Oversee office suite maintenance and coordinate with Property Management
- Prepare, send, receive and file client contracts to/from nationwide franchise offices
- Assist Executives with departmental expense reports, file retrievals, personal tasks, etc.
- Attend monthly executive meetings, prepare agendas and finalize minutes
- Maintain records regarding clients, employees, vendors, etc.
- Provide reliable, prompt and courteous customer service to all clients and franchise owners
- Answer inquiries on behalf of Administrative and Marketing Departments

Internet Lava, LLC - Houston, TX

11/2017-PRESENT

Administrative Manager/Executive Assistant

- Executive Assistant to the CEO
- Filter, read and write emails on behalf of the President and the company, ensuring a professional example
- Arrange transportation, lodging, itineraries, etc. for the President and other staff
- Act as liaison between the CEO and partners, staff, clients and B2B representatives
- Process payroll and serve as Office Manager and company HR and benefits coordinator
- Maintain all AR/AP (invoice, deposits, statements, accounts, general ledger, purchases, sales/franchise taxes, expense reports, etc.)

- Report weekly financial outlook and provide insight and suggestions
- Assist President with commercial leasing negotiations for office location(s)
- Prepare, audit and send contracts to prospective and renewing clients
- Delegate tasks to appropriate departments and serve as a backup to the Project Manager
- Collaborate with Project Management regarding calendar schedules, client relations and contractual obligations
- Interview candidates, extend offers of employment, and perform initial employee training
- Maintain proper records regarding clients, employees, vendors, etc.
- Review and audit employee correspondence to clients when asked
- Provide reliable, prompt and courteous customer service to all clients
- Update website and provide input for the UX department regarding website designs
- Run errands as needed

LK Jordan & Associates - Houston, TX

3/2017-5/2017

Administrative Assistant

- Ensured accounts paid monthly for 200+ branch locations in the US and Canada
- Organized and filed invoices, statements and reconciliations
- Maintained Excel spreadsheets for accounts outstanding and paid
- Scanned and uploaded all branch documents, adhering to proper naming convention
- Assisted commercial lease administrators with various administrative duties
- Managed a file update project for all 200+ branches, collaborating with each branch manager

Cedar Park Regional Medical Center - Austin, TX

7/2012-12/2013

Administrative Assistant

- Served as assistant and liaison for all physicians, nurses and technicians throughout my 12-hour shifts
- Answered 5 phone lines and delivered all intra-departmental communication
- Performed emergent outgoing pages and initiated STEMI and code procedures
- Provided customer assistance to patients and families
- Audited medical charts for entire shift, collaborating with physicians and nurses to ensure accuracy and compliance
- Taught medical charting efficiency and techniques to department staff
- Maintained office equipment, ordered supplies and submitted equipment requests
- Managed inventory of the medical supply room and crash carts
- Ran urgent errands within the hospital during codes

Additional Experience

- Administrative Assistant, TopSpot, Internet Marketing
- President, Non-Profit (Texas)
- Consultant, Non-Profit (Arkansas)
- Administrative Assistant, St. John Medical Center
- Administrative Assistant, OSU Medical Center
- Curator, Yarnell School of Fine Art