

James Redding

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PROFESSIONAL EXPERIENCE

Executive Assistant *Sonenshine Partners, New York NY* 4/2015 - present

Responsibilities

- Travel: arrange seamless U. S. and international airfare, hotels, and cars for four C-level executives
- Meetings: manage four calendars, book catering and conference rooms, plan events and send invites
- Expenses: track and reconcile four corporate cards, create reports for allocation and reimbursement
- Office management: coordinate food and beverage, flowers, cleaning supplies, maintenance requests
- Reception: greet clients, register guests, direct vendors, screen calls, route mail, fax machine and filing

Accomplishments

- Facilitated new business development through effective discovery of unpublished corporate contacts
- Appraised vendor accounts, negotiated more cost-effective postage and document shredding solutions
- Created and maintained step by step instruction manual for company-wide administrative procedures
- Reduced monthly cost of food, beverage and office supplies, quantified and systematized order process
- Enrolled executives and associates in travel rewards membership programs to earn and redeem points

Administrative Assistant *Related Management, New York NY* 9/2014 - 3/2015

- Resident services, dispute resolution, and facility coordination for 400 rental units
- Collections, account review and liaison for leasing agency in luxury high rise
- Mail merges, occupant outreach, scheduling, reception, and spreadsheet maintenance

Personal Assistant *Sprezzatura Talent, Freeport NY* 7/2013 - 2/2014

- Auditions: appointment scheduling, travel logistics, meal planning, performance coaching
- Consulting: character mapping, script analysis, equipment management
- Domestic: laundry, cooking, cleaning, organization, personal correspondence

Head Photo Specialist *Walgreens, Milwaukee WI* 1/2006 - 12/2012

- Retail photo services for over 200 customers daily in high-traffic atmosphere
- Communicated merchandise needs to supervisors in a timely fashion
- Trained and supervised junior team, provided ongoing support as needed

EDUCATION

B. A. Psychology *University of Wisconsin-Milwaukee* May 2005

- Elected student government representative 4 consecutive semesters
- Provided music for school-sponsored events on campus
- Volunteer tutored Albanian student in English for 3 semesters

OTHER ASSETS

- 70 wpm typist, proficient in Word, Excel, PowerPoint, QuickBooks, WordPress, and Photoshop
- Intermediate written/spoken proficiency in Spanish
- Licensed Notary Public in the State of New York, County of New York