



- QUALIFICATIONS:**
- Highly dependable, friendly, enthusiastic and flexible
 - Ability to work well independently and in a team environment
 - Works well under pressure
 - Excellent organizational skills
 - Takes pride in producing high quality work, paying close attention to detail
 - Professional in appearance and communication

EXPERIENCE:

03/28/06-Present

OUT OF OFFICE, INC., Darien, IL
President / Virtual Assistant

- Executive Support for Chairmen, CEOs, Consultants, and Entrepreneurs
- Desktop Publishing: newsletters, reports, postcards, greeting cards, presentations
- Project Management: budgeting, expenses, schedules
- Event Planning: Conferences, Seminars, Corporate Meetings, Social Events
- Calendar Maintenance
- Travel Coordination: Business/personal - air/hotel/car/resort/dining/events
- Voicemail retrieval, initiate/return phone calls

6/13/05-03/28/06

U.S. CAN CORPORATION, Lombard, IL

Executive Assistant to the Co-Chairman & CEO: U.S. Can Corporation manufactured metal and plastic containers with operations in the U.S., Western Europe and Argentina. The Company held the leading U.S. market share in aerosol cans and also served the paint and general lines of rigid containers. In March 2006, the U.S. and Argentinean operations were sold to Ball Corporation.

- Travel arrangements (business and personal)
- Conducted research on the Internet
- Scheduling/maintaining calendar: complete autonomy to schedule internal (employee) and external (customer) meetings. Schedule was coordinated CEO's business schedule with his personal calendar at home
- Managed telephone/voicemail for Co-Chairman and CEO
- E-Mail: monitored incoming e-mail for Co-Chairman and CEO, distributing to sr. management, as necessary, for action; transcribed and sent e-mail on behalf of Co-Chairman and CEO
- Expense Reports
- Personal items for CEO:
 - All travel for his family
 - Paid personal bills with full access to all personal bank/financial institutions
 - Checked the mail at his home during lengthy business trips and vacations
- My position was eliminated, as was that of the CEO and executive team, when the sale to Ball Corporation was complete in March, 2006

3/10/03-11/30/04

T-SYSTEMS NORTH AMERICA, INC., Lisle, IL

Executive Assistant to the CEO: T-Systems North America (TSNA) is a subsidiary of T-Systems International, an information technology and telecommunications convergence solutions company. My role included:

- First line of contact to CEO, for internal/external customers and Board members
- Travel arrangements
- Conducted internet research on behalf of the Chairman
- Maintained CEO's personal contacts

- Scheduling/maintaining calendar: complete autonomy to schedule internal (employee) and external (customer) meetings
 - spoke directly with Presidents/CEOs/Chairmen of customers and developed an excellent professional relationship with them
 - coordinated CEO's business schedule with his personal schedule, keeping his wife up-to-date
- Scheduled meetings/conferences
- Managed CEO's telephone/voicemail
- E-Mail: monitored incoming e-mail for CEO, distributing to sr. management, as necessary, for action; transcribed and sent e-mail on behalf of CEO
- Expense Reports
- Personal appointments and travel arrangements scheduled for CEO and his family
- My position was eliminated due to the CEO's resignation and new CEO opted to be based in New York

10/21/02-3/7/03

CALAMOS ASSET MANAGEMENT, INC., Naperville, IL

Executive Assistant to the Chairman, CEO & CIO: Calamos is a leading institutional money manager, specializing in security research and money management. My support to the CEO included:

- First line of contact to the Chairman's office
- All aspects of setting and maintaining his calendar
- Provided detailed travel arrangements, specifically: all travel logistics, use of company-owned private plane as well as booking commercial airline travel
- Receiving and processing of all incoming mail
- Correspondence - including typing as well as composition, as required
- I left the company given the role was not as outlined/described in neither ad nor interview process, there was not enough work to keep me busy

5/10/99-10/16/02

AFTERMARKET TECHNOLOGY CORP. (NASDAQ: ATAC), Downers Grove, IL

Executive Assistant to the Chairman, President & CEO: ATAC's operations include drivetrain remanufacturing, third party logistics, electronics remanufacturing and material recovery services. In my position I supported the Chairman, President and CEO (one individual) as his right-hand administrative assistant. My role covered, but was not limited to, the following:

- First line of contact to the Chairman
- Detailed travel arrangements (included arrangements for private jet)
- Prepared presentations for speaking engagements, Board and client meetings
- Designed and maintained corporate databases of sr. management, as well as Chairman's personal contacts
- Domestic travel to manage sr. management meeting logistics and on-site requirements
- Promotional items: selected/ordered promotional items utilized for customer gifts and/or employee incentives
- Coordinated company functions
- The CEO's contract had expired and he would be leaving the company, he could not guarantee my position given the new CEO may bring in his/her own assistant; I found the position advertised for Calamos which appeared to be an excellent opportunity at the right time

- 5/1/95-3/31/99 **ACNIELSEN CORPORATION**, Stamford, CT (now in New York, NY)
Assistant to the President & COO: I began working in my position at A.C.Nielsen's Schaumburg, IL office - the company was then a division of Dun & Bradstreet (D&B). In 1996 D&B underwent a trivestiture, at which time A.C.Nielsen became ACNielsen, a publicly held \$1.4B global company based in Stamford, CT; I relocated to Stamford to continue my support role. The President & COO was responsible for worldwide operations with particular focus on Europe and Emerging Markets. My administrative activities included those outlined in more recent positions as well as:
- Full administrative support to the President & COO
 - Lead global PowerPoint training for European environment
 - Traveled internationally and domestically
 - Position was eliminated due to President & COO moving to Belgium and then retiring; company provided me with relocation back to Illinois
- 1/16/89-4/30/95 **AMERICAN NATIONAL CAN CO.**, Chicago, IL
 Starting in a temporary position, I was hired into a permanent Sr. Secretary Position to two Vice Presidents of Manufacturing. I was promoted twice to my final position as **Executive Secretary** to the Sr. Vice President of the Food Metal & Specialty NA Business Unit, also supporting the Vice President of HR. I handled a wide variety of secretarial responsibilities.
- 1985-1/89 **LOFTUS & O'MEARA TEMPORARY AGENCY**, Park Ridge, IL (now in Chicago)
Secretary: I worked through this temporary service while pursuing outside interests. While with the agency I performed secretarial duties to two companies for long lengths of time:
- National Can Co. - 1½ years (later merging to American National Can)
 - Continental Bank - 2 years
 - American National Can Co. - 3 months before assuming permanent position
- 1982-1985 **DON TENNANT ADVERTISING AGENCY**, Chicago, IL
Secretary: Worked for various individuals within the ad agency, handling work for the Media Department, Accounting, and switchboard relief.
- 1979-1982 **EASTERN ILLINOIS TRUST & SAVINGS BANK**, Momence, IL
Secretary: Handled new accounts, typing of commercial/personal loans, counting bank vault and ordering money, handled incoming calls.
- AWARDS:** *1/27/99 ACNielsen ART Award:* for consistently demonstrating ACNielsen's core values in pursuit of their Vision and Core Purpose
- ADVANCED TECHNICAL SKILLS:** Microsoft Office: Access, Excel, Outlook (expert), PowerPoint (expert), Word (expert)
 ACT!
 Adobe Acrobat (Reader & Writer)
 CardScan
 eFax
 LogMeln (remote pc access)
 QuickBooks
 Quicken
 WinZip
- Notary Public (state of Illinois only)
- MEMBERSHIPS:** [IAAP](#) (International Association of Administrative Professionals) 1999-Present
[IVAA](#) (International Virtual Assistants Association) 2006-Present
[MPI](#) (Meeting Planners International) 1999-Present
[AEAP](#) (Association of Executive and Administrative Professionals) 2008-Present
 Secretary, Preserves of Waterfall Glen Homeowners Assoc. 1999-2002