

JOHANNA MEAD

Administrative & Executive Assistant

971-238-3989

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Qualifications

- Over 10 years of experience supporting executives, managers and departments of up to 120 people
- Excellent written skills - can prepare reports and presentations, create office procedures, official correspondence and meeting minutes
- Experienced in reconciliation of accounts, managing expense reports, purchasing, inventory, and basic bookkeeping
- Highly proficient at organizing events from conception to conclusion and managing executive calendars

Software Proficiencies

- MS Office Suite
- Adobe Photoshop
- QuickBooks
- Lotus Approach
- Salesforce
- Box
- PC and Mac literate

Work experience

Flux Resources, Portland, CA

Administrative Assistant III – September 2015 - Present

- Under contract to a federal agency, provided administrative support to a department featuring one executive, seven managers and 120 staff.
- Managed multiple calendars (Outlook), booked travel (Concur), audited time (Fieldglass) per established procedures.
- Coordinated on-site and remote meetings.

Net Power & Light, San Francisco, CA

Executive Asst. & Office Manager - November 2014 - June 2015

- Provided administrative support to the CEO of a technology startup - calendar management, booking travel, coordinating meetings
- Also supported remotely-located CFO and VP of Sales - in Seattle and Austin, respectively
- Organized confidential correspondence for management, proof-read marketing materials and provided tech support for other employees
- Organized special events as needed - including appearances at trade shows and morale-boosting events for employees
- Managed all facility-related tasks for an office of 15 - coordinating outside repairs, stocking kitchen, managing office supplies and purchasing equipment

WestEd, San Francisco, CA

Administrative Asst. II - July 2012 - October 2014

- Coordinated onsite and offsite meetings from conception to conclusion - travel, meeting space, accommodation, expense tracking
- Made extensive use of the entire MS Office Suite, Concur and Zimbra
- Processed invoices and check requests for contractors and vendors
- Complex data entry tasks involving complex and confidential items within a customized database
- Sourced competitive bids for outside work - printing, meeting space, etc.
- Managed large-scale mailings of sensitive materials to and from clients over several projects
- Formatted high-level proposals and presentations in accordance with style guides
- Created procedural documents for in-house knowledge base

Kanbar Enterprises, San Francisco, CA

Executive Assistant – October 2011 – April 2012

- Acted as personal and executive assistant to company president – a successful entrepreneur, philanthropist and inventor
- Managed correspondence, calendar, all travel bookings and management of multiple properties
- Acted as point of contact for all philanthropic and media involvement
- Completed various research projects as needed

School Wise Press, San Francisco, CA

Executive Assistant and Office Manager – August 2008 – August 2010

- Provided executive support to the CEO and three managers – calendar management, travel booking, creating presentations and organizing correspondence
- Managed office requisitions for supplies, equipment and software
- Created procedural documentation as needed
- Tracked and managed data in various forms – from website visit data to mailing lists – using tools such as Lotus Approach, Google Analytics and Constant Contact
- Using Quickbooks, logged contracts, created outgoing bills and processed incoming payments

Wachovia Bank (Formerly World Savings Bank), Oakland, CA

Executive Assistant and Project Coordinator - December 2005 – September 2007

- Supported one VP, three managers and ten staffers – booked travel, performed monthly accounts reconciliation, prepared expense reports, routed support requests and related tasks
- Organized meetings and created presentations for multiple committees featuring mid- and senior level managers and executives as the company went through a major software upgrade (PeopleSoft) and an installation of a new talent management system
- Wrote and updated office procedures

Education

San Francisco State University San Francisco, CA

Bachelor of Arts – Cinema (Film Production emphasis)