

OVERVIEW

Wesley is a highly motivated, passionate, outside-the-box administrative professional who just moved cross-country from NYC to Seattle. Looking for a challenging position in a high-demand work atmosphere.

Specialties: Advanced calendar management, Organizing, Travel booking (domestic & international), Events planning, Writing & Editing, Budget tracking, Creative marketing, Photoshop, Office Suite, Project Management

WORK HISTORY

Treehouse

Seattle, WA

Executive Assistant to CEO

October '13 – November '13

Provide interim support to the CEO and members of the Board at this highly successful non-profit while they conduct a search for a full-time EA. Staffed temporarily by OfficeTeam.

- Manage the CEO's calendar and work with local, state, & national legislators to secure meetings.
- Plan and schedule meetings for the board and Treehouse staff, including offsite retreats.
- Prep all materials for board meetings including PowerPoint presentations.
- Take minutes during committee and board meetings.
- Draft and edit correspondence, and manage miscellaneous projects as needed.

Ralph Lauren

New York, NY

Executive Assistant to SVP Merchandising & VP Marketing – Women's Wholesale

May '12 – September '13

Allow greater productivity for two high-level executives by meticulously planning, constantly communicating across divisions, and providing superior calendar support.

- Manage the Merchandising team calendar working cross-divisionally with Design & Production to keep product development on time and ensuring all deadlines are met.
- Floor Manager for 5th floor at 550 7th ave. overseeing the printer room, annual supplies budget, and ensuring all supplies and needs of the floor are met in a timely manner.
- Manage Ms. Aronson & Ms. Bacal's extensive Outlook calendars and assist with emails.
- Handle monthly expense reports including international spending.
- Book all business & personal travel and appointments for Ms. Aronson (domestic & international).
- Cover vacations for the other division assistants, at times supporting as many as six executives at once (including Kim Roy, President).

Executive Assistant to VP Retail Development – Lauren Brands

January '12 – May '12 (Maternity Leave Position)

Provided day to day support to Mr. LaRussa, the retail development central office, RDs, RMs, & Coordinators.

- Assisted Mr. LaRussa with project management of direct reports to ensure all duties were fulfilled.
- Managed Mr. LaRussa's Outlook calendar and assisted with email correspondence.
- Collected information from the field team of 100+ for supply orders and contact databases.
- Generated monthly expense reports for Mr. LaRussa. Reviewed expenses of direct reports.
- Supported field team in the adoption of new online expense system, processes, and procedures.
- Coordinated group travel for Mr. LaRussa, his staff of Regional Directors, and Regional Managers.
- Organized showroom walk-throughs, volunteer events, offsite meetings, and cocktail receptions.
- Submitted tech equipment orders for the field and central teams.

Receptionist – Executive & President Offices

October '11 – January '12

- Answered the phone and welcomed all visitors to the main executive offices for Ralph Lauren Corporate.

Office Administrator – Children's Trim Division

August '11 – October '11

- Organized and managed extensive files streamlining and developing new methods for storage.

Personal / Executive Assistant to Mr. Menard (Entrepreneur – Nightlife / Real Estate) New York, NY
June '09 – July '11

Contributed to the success in Mr. Menard's personal businesses in Real Estate, Nightlife, & Events.

- Head Assistant & Gate Keeper assisting in all decision making processes.
- Head Event Planner for large-scale events including WebMD Holiday party (500+ guests).
- Oversaw the day-to-day operations for Mr. Menard's real estate business (50 rooms).
- Drafted correspondence, handled emails, made appointments, and managed calendars.
- Managed monthly income and created Excel spreadsheets of financial revenue / loss.
- Conducted preliminary interviews, trained new hires, and supervised maintenance staff.
- Created illustrative proposals and presentations for corporate and private clients.

The Premiere Group New York, NY
Administrative Professional
Aug '08 – May '09

Established an excellent reputation for quality work by filling in where needed, adapting quickly, and displaying a friendly and professional demeanor for this staffing agency. Assignments include:

- Cartier 5th Ave. – Receptionist (recurring position)
- IWC – Office Manager
- Direct Marketing Association – Receptionist (recurring position)

EDUCATION

BACHELOR OF FINE ARTS, *Sam Houston State University*, August 2005.

- Major: Musical Theatre
- Minor: Speech Communication
- Dean's List Junior and Senior year with Academic scholarships

SKILLS

- Calendar management for multiple executives at once including President / CEO level
- Advanced computer skills with PC and Mac
- Expert user MS Office (Word, PowerPoint, Excel, Outlook, SharePoint)
- Website design skills including: jandwes.com, forwardflux.com/cc, friendandy.com, and more
- Social Media: Facebook, Twitter, LinkedIn, Tumblr, Instagram, Youtube, Google+, Klout score of 60+
- Familiarity with HTML, web design, Adobe Photoshop, web advertising (Facebook), Google Analytics
- Budget management with a strong knowledge of forecast and financial projections
- Knowledgeable with ProSalon spa, WebPDM, and Micros Restaurant Software
- NY Drivers License / Clean driving record

ACTIVITIES

- Founder and Artistic Director of Forward Flux LLC, a new company devoted to creating and presenting projects that connect people with art in unexpected ways. www.ForwardFlux.com
- Producer of the new play "Robot Songs" by Scott McCarrey starring Spencer Plachy (Broadway: The Mystery of Edwin Drood, Romeo & Juliet) and directed by Patrick Pearson (Ford's Theatre). July 2013.
- Conceived, wrote, and directed "FriendAndy.com" that premiered in the FringeNYC festival 2012 to sold-out houses. Lead for fund-raising efforts. Managed FriendAndy's vast social media footprint translating Twitter followers into ticket-buying audience members. Designed website: www.friendandy.com
- Conceived and developed *collaborate:create*, a new project that brings artists together across disciplines to develop brand new art in 3 weeks that centers on one socially-relevant theme. Oversaw this project in residency at Theaterlab, an experimental arts venue in Manhattan. (Three cycles completed in early 2013)
- Co-founded UnOfficial Presents, a successful under-ground dance party in rotating venues throughout the city. Developed event concepts, revenue projection, and staffing plans.
- Event Director for Leila Shams Fall fashion show benefitting the Tokyo tsunami victims, 2011.
- Event Coordinator for the Deep Tissue pool party at the Grace Hotel in winter, 2011.