

# DIANE RATH

Littleton, CO | 303-906-2788 | [dmsit@earthlink.net](mailto:dmsit@earthlink.net) | <https://www.linkedin.com/in/diane-rath-8a3a1625a>

## PROFESSIONAL SUMMARY

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A Professional Administrative Assistant with 16+ years of supporting C-level executives, customer service, and general staff working in engineering, corporate, and educational settings in a busy office setting. Experience with current (and older) versions of MS Office Suite, multiple other software, and phone systems. Professional typing and communication skills. Reception and customer service experience. Executive calendar and travel management, expenses reporting, and new hire onboarding.

## KEY ATTRIBUTES

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Professional demeanor and business image; no task is too big or small to demand my best effort.  
Positive disposition and grace under pressure.  
Attention to detail, organized, and problem solving in a fast-paced environment.  
Exceptional organizational and multi-tasking skills.  
Ability to work independently as well as collaboratively.  
Professionalism and effective communication skills.

## WORK EXPERIENCE

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### ***Administrative Assistant/Onboarding Coordinator***

2018 – 2022

CPI Card Group

- Administrative Assistant to the Chief of Staff, Executive staff, HR team, and corporate office.
- Maintaining and managing office supply ordering and stocking breakrooms and board of directors' conference room. Mail distribution; and UPS, USPS, FedEx, and courier shipping management.
- Uploading and management of weekly, monthly, quarterly reports for HR and Payroll
- Onboarding coordinator for salaried new hires.
- Calendar and Zoom meeting management.
- Reception/front desk providing superior customer service.
- Coordinate lunches and various event management.

### ***Executive Administrative Assistant***

2013 - 2018

ITN Energy Systems

- Assistant to Chairman/CEO, and administrative assistant to the accounting staff.
- Maintained office supplies, shop room ordering and stocking breakroom.
- Mail distribution; and UPS, USPS, FedEx, and courier shipping management.
- General office and reception/front desk duties providing customer service.
- Calendar and travel management, including US and international destinations.
- Expenses reporting and Event planning.

### ***Office Administrator***

2010 - 2013

Instar Engineering and Consulting, Inc.

- Office Administrator/Assistant to president, vice-president, and aerospace structural engineers.
- Scheduled and coordinated speaking/course engagements, and class set up.
- General office management, and reception duties. Event planning.

### ***Administrative Assistant***

2009 - 2010

National Home Improvement, Inc.

- Office Assistant to the president and office manager.

- General office duties and data entry.

***Administrative Special Education Assistant***

2007 - 2009

Collegiate Academy of Colorado

- Administrative Assistant to the Special Education director for grades 7-12.
- General office duties including management and distribution of student records.
- Tutoring middle/high school students.

## **EDUCATION**

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Red Rocks CC, ***Associate of Arts Degree in Business***

Arapahoe CC, ***Microsoft Office supplemental courses to the advanced level***