

Helen Montoya McRae

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Summary of Qualifications and Competencies:

Solutions-minded Executive Assistant with proven ability to provide comprehensive support to multiple C-Level executives in a demanding, fast-paced environment. Responsibilities include organizing day-to-day responsibilities for executive and team, planning and coordination of event logistics on local and global scale, effective collaboration and successful partnerships with global teams, strategic partners and physicians. Coordination of global travel processes, obtaining passports, visas, letters of invitation, etc. Highly-skilled in prioritization, process management and anticipating 'next-steps'. Organized self-starter capable of working independently with strong attention to detail. Soft skills include: adaptability, confidentiality, integrity, resourcefulness, responsiveness, social ease and the intuitive ability to successfully cultivate long-term relationships and successfully partner with global team members and business partners from diverse cultures. Proficient in Outlook, Microsoft Word, Excel, PowerPoint, DART, Akritiv, ComplianceWire, OrgPlus, Concur, INFOR and ZINC.

PROFESSIONAL EXPERIENCE

Executive Assistant

June 2017 – March 2018

Patient Monitoring, RGI (Respiratory, Gastrointestinal and Informatics)

Medtronic, 6515 Gunbarrel Avenue, Boulder, CO 80301

Key Accomplishments:

- Coordination lead for 2018 CNO (Chief Nursing Officer Advisory Board) comprised of some of the largest hospitals in the nation
- Coordination lead for the Japan Perioperative seminar ASA American Society of Anesthesiologists
- Assisted in BIS product launch

Roles and Responsibilities:

- Managed schedules and calendars of Vice President/General Manager of Patient Monitoring (largest business under RGI) and Senior Director, Global Marketing. Support included booking and managing extensive and complex global travel arrangements and providing administrative support to 17 global product managers. I have worked for the same company since Medtronic acquired Covidien in 2015 in similar roles for different functional teams for nearly 11 years. Please see the tasks and responsibilities below under the heading, Roles and Responsibilities.

Executive Assistant and Project Coordinator

January 2014 – June 2017

Advanced Ablation Solutions, Early Technologies

Medtronic, 5920 Longbow Drive, Boulder, CO 80301

Key Accomplishments:

- Team member of a successful new product launch
- Successfully recruited 18 physicians for two-week validation lab in April 2015
- Successful coordination of pre-clinical validation labs
- Recognized as a valuable team member assisting in multiple, adjacent development projects.
- Assisted in coordination of numerous 2014 symposia for new product introduction

- Manage approval process for marketing and customer facing collaterals to meet internal and FDA compliance requirements as Zinc originator
- Secure trade compliance approvals and manage international shipments for equipment, marketing collaterals and conference materials

Roles and Responsibilities:

- Manage daily operational tasks, multiple calendars, extensive and complex travel schedules of Vice President & General Manager, Senior R&D program director, Upstream Marketing director and select team members. Responsible for scheduling quarterly board reviews, project updates, talent leadership review, strategic portfolio review, special events, domestic conferences and international congresses, physician panels, labs, staff meetings, recognition and reward reminders, one-on-ones and other key meetings.
- Track and manage consulting agreements, purchase requisitions, payments, budget and spend information among project leads, legal, finance and procurement, corporate and other company offices, physicians, consultants and third-party vendors to comply with FDA and corporate requirements to ensure timely payments and accurate reporting for the FDA Sunshine Act.
- Assist vice president and program director with research as needed, preparation and organization of research materials and information.
- Ensure team is current on compliance training and OR protocols as the ComplianceWire coordinator.
- Assist HR Partner with correspondence to candidates, scheduling phone screens and interviews, coordinate and organize travel for candidates. Manage on-boarding process for new hires on team.
- Maintain team's HR files including salary planning, AIP and IDP management.
- Reconciliation of expense reports and P-Card departmental expenses.

Executive Assistant and Project Coordinator

January 2012 – January 2014

SuperD / Covidien Interventional Lung Solutions

Covidien Surgical Solutions, 5920 Longbow Drive, Boulder, CO 80301

Key Accomplishments:

- Successful coordination of US Clinical Advisory Board in Boston, April 2013 and EU Clinical Advisory Board in Budapest, June 2013.
- Assisted in planning, travel and training logistics of the integration of newly acquired business and R&D team from Israel into broader organization. Process included the introduction to the project team from India. Assisted in the coordination of site visit for the project management team from India.
- Successful remote coordination of delivery and set-up of the new device platform to demo at the annual Board of Directors meeting.

Executive Assistant and Project Coordinator

January 2011 – January 2012

Global New Growth Platforms

Covidien Surgical Solutions, 5920 Longbow Drive, Boulder, CO 80301

Key Accomplishments:

- Lead the first successful remote coordination of the Innovation Insight training workshop held in Shanghai and worked in collaboration with Jiao Tong University, Singapore Economic Development Board and Covidien. Participants comprised of 30 select students from Jiao Tong University and University of Michigan. The program was so successful and popular that it became a staple training program in China.
- Coordinated the travel, training logistics and integration of the first wave on China engineers and Singapore interns from R&D China to Boulder. This team was trained to assist in facilitating the Innovation Insight training held in Shanghai. Process created is now used on the Boulder site.
- Assisted with the coordination support of Global R&D Summit with over 300 attendees.

Executive Assistant and Project Coordinator

February 2010 – January 2011

Disruptive Products & Technology

Covidien Surgical Solutions, 5920 Longbow Drive, Boulder, CO 80301

Key Accomplishments:

- Pilot program consisting of cross-functional team members including development engineers, market development analysts and upstream marketing analysts. Team expanded to become Global New Growth Platforms.
- Coordinated training program in conjunction with Biodesign at Stanford University and IDEO for select employees identified as 'Innovators'. Program later evolved to become Covidien's Innovation Insight workshop.
- Negotiated substantial savings with corporate Marriott for long-term stays. Normally, this should have been done by the corporate procurement group.
- Coordinated the physician panel for the Garmin project.

Executive Assistant

June 2007 – February 2010

Global Marketing, Electrosurgery and Vessel Sealing Division

Covidien Surgical Solutions, 5920 Longbow Drive, Boulder, CO 80301

Key Accomplishments:

- Provided dedicated support to Vice President and General Manager of Global Marketing. Marketing teams reporting to this role: US Sales and Marketing, Global Sales Education, Advanced Surgical Technologies, Marketing Communications and eCommerce, Sales and Marketing, EMEA. Dotted line reports included: Asia Pacific, Canada and Latin America. Estimated number of employees reporting to this division worldwide is 500.
- Assisted in relocation efforts and transition of Vice President to Zurich as the President, EMEA.
- Coordinated the Executive Presence workshops for executives identified as leaders transitioning to the succession line. Workshop was rolled-out to Sales and Marketing.

Previous Work Experience Include:

- Office Administrator and Coordinator, **Classic Construction, LLC, Sierra Development, LLC, Washburn Young, LLC, Boulder, CO**
- Account Executive, **Blue Sky Publishing, Boulder, CO**
- Outside Sales Representative for Boulder/Denver Metro area, **PS Computer Graphics, Boulder, CO**
- Outside Sales Representative for Northern Front Range, **Capital Business Systems, Littleton, CO**
- Assistant Women's Buyer, **Printemps, USA, Denver, CO**
- Store Manager, **The Limited, Littleton, CO**
- Store Manager, **Vendig Corp. dba Barbara West, Boulder, CO**

Education:

University of Colorado, Boulder

Professional and Personal References:

Provided upon request