

JILL GOTTSCHALK

Spring, Texas 77386

(316) 990-0145

jillgott2528@gmail.com

Experienced Office Administrative/Executive Assistant.. Dedicated professional with 27+ years of extensive experience in all facets of administrative and executive-level support in busy, fast-paced environments. Highly organized, detailed and supportive. Engaging outstanding interpersonal and communication skills Always maintaining the highest level professionalism, confidentiality, loyalty, reliability, and devotion.

Executive Senior Level Support Special Events Coordination Expense Reports & PCard Entry Calendar & Travel Management	Accounts Payable & Receivable Customer Invoicing & Collections Data Entry & Scanning Exceptional Communicator	Dispatching & Logistics Shipping & Receiving Vendor Negotiations Contracts & Purchasing
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Software: Word • Outlook • Excel • Teams • Concur • Oracle • UKG • ADP • Peachtree Accounting • GreatPlains • TMW.Suite **Commission:** Notary Public, Texas

Wellbore Integrity Solutions - *Global Oil & Gas Equipment Supplier* Houston, TX

Corporate Campus Office Coordinator **05/2022 to 07/2025**

- Serves on-site daily as the first point of contact for employees, customers, tenants, vendors and visitors at the campus headquarters. Works with the facilities team, to report and resolve maintenance concerns. . Backup for Executive Assistant
- Manages all aspects of the campus mailroom, shipping, logging and receiving daily shipments and assured deliveries received.. Ordering all of the office, break rooms, and kitchen supplies.
- Answering and providing assistance for all incoming calls.
- Providing assistance to the leadership team with processing monthly expense reports, travel arrangements and calendar support. Scheduling conference rooms for meetings, contacting attendees, arranging catering, meeting room prep and cleanup.
- Assistance to the HR team; schedule interviews, new hire orientation and onboarding,
- Developed a campus contact list and new employee directory, with maps, Planned company events/seasonal parties. Campus notifications, weather, safety procedures and announcements.

Metro Xpress - *Trucking Company* Wichita, KS

Administrative/Logistics Assistant **06/2016 to 04/2022**

- Responsible for efficient operation of this high-volume trucking company shipping products throughout the U.S. While ensuring positive and smooth operation of a very busy office.
- Answering multi-line phone systems, processing data, resolving transportation and logistics details for 75 truckers. Performed accounting (A/P, A/R, invoices), HR paperwork processes, and all mailing, shipping, receiving and distributions. Ordered all office and vending supplies
- Managed the front office; served as the liaison between the VP, DOO, HR, Dispatcher,, Controller, Drivers, and Customers. Utilizing excellent communication skills to handle complex situations professionally to ensure success and positive working relationships with all.

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Warren Theatres Corporate Office - Movie Theatre Chain
Executive Assistant

Wichita, KS
09/2004 ' 03/2016

- Promoted to increased levels of responsibility from Office/Accounts Payable Assistant to Executive/Personnel Assistant within the first year of employment.
- Served as the professional representation and first point of contact for this privately-owned movie theatre corporate office, ensuring all security procedures were followed and strict confidentiality upheld.
- Provided effective and personal administrative support to the Owner/President CEO of Warren Theatres and his executive executive management team. managed travel arrangements, calendars, appointments, meetings, tele-conferences, special events, and catering services. Performed filing, data management, vendor relations, gift cards, rewards program, and ticket inventory/distribution, ordered and maintained office supplies and equipment. Compiled and processed management reports on daily operations and receipts.
- Promoted to increased levels of responsibility from Office/Accounts Payable Assistant to Executive Assistant within the first year of employment.
- Served as liaison between company Vice-President, Controller, Operations Manager, Restaurant Managers and the Theatres General Managers to plan, schedule, and facilitate a broad range of corporate initiatives.
- Planned all special corporate functions and VIP Grand Theatre and IMAX Openings involving sourcing caterers, ordering food, arranging transportation and travel, and facilitating the entire function to ensure successful completion.

The Coleman Company - Manufacture of *Camping Equipment*

Wichita, KS

Accounts Specialist

03/1999 to 06/2004

- Managed domestic and global key accounts; Wal-Mart, American Red Cross, Lowes, and Home Depot, with full accountability for handling customer orders from order entry to delivery, ensuring excellent customer service and satisfaction.
- Changing from paper to paperless ordering and accounting system and added support during Y2K concerns. Oversaw all yearly contract negotiations and attend new product line reviews and annual sales meetings.
- Assisted customers in setting up product end caps in stores. Handled authorization on all returns and expedited replacement and warranty shipments. Data entry of orders and changes in supply. Communicating and scanning all shipping information to customers Tracking all orders, provided assistance and support to the logistics teams for daily reporting.
- Trained and mentored new employees. Part of the Employee Motivation and Recognition Team