

# Jinah Lockwood

## **Executive Administrative Assistant - AXA Advisors**

Shoreview, MN 55126

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651-242-7688

## Work Experience

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### **Executive Administrative Assistant**

AXA Advisors

2017 to Present

- Daily reporting/tracking of all 40+ advisors', both in house and in satellite offices, daily numbers
- Screen telephone calls, schedule appointments, screen mail and respond appropriately for the Branch EVP
- Coordinate logistics, manage calendars, scheduling of travel, meetings and meal appointments
- Compose correspondence, prepare reports - including expense reporting and conduct special projects as requested by both the EVP and the Branch Operations Manager

### **Executive Administrative Assistant**

Marsden Bldg Maintenance, LLC

2015 to 2016

- Perform standard and advanced support duties which may be of a highly confidential nature daily to the Division President and five EVPs
- Interface weekly with other high-level executives within the company
- Screen telephone calls, schedule appointments, screen mail and respond appropriately
- Coordinate logistics, manage calendars, scheduling of travel, meetings and meal appointments
- Compose correspondence, prepare reports and conduct special projects as requested

### **Executive Administrative Assistant**

DMC (USA) LLC

2011 to 2014

- Provide daily administrative assistance to the President, the COO, the VP of Land, the CFO and the Controller
- Communicate daily with other high-level executives within the company, including the Board of Directors
- Coordinate meetings, conferences, presentations and travel arrangements - both international and domestic
- Handled all contracts with outside sources such as equipment contracts and cell phone providers for multiple sites
- Completed expense reports for all executives

### **Account Manager**

Performance Scope, Inc

2007 to 2011

- Provide daily assistance to the President

- Create, manage and distribute end of the month, quarterly and annual reports for multiple location clients
- Client management, communication and project level direction for the top 7 multi location clients
- Invoicing and independent vendor management along with a/p and a/r work