

Mary Quigley, Executive Assistant

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Summary:

Team-oriented and communicative Executive Assistant with extensive experience in various industries, supporting dynamic, diverse executive teams and their staff. Time management driven and focused on quality task and project completion

Proficiencies:

- Managing the complex scheduling of multiple leaders' calendars
- Providing high-level support to executives, managers, and their teams
- Navigating MS Office Suite, MS 365, SharePoint, Concur, PeopleSoft, GoogleSuite
- Coordinating meeting logistics for Leadership & Board of Directors
- Arranging complex and frequent travel, globally
- On-boarding employees and contractors in liaising with Human Resources
- Monitoring, prioritizing and routing heavy communications via IM, email, phone, text
- Utilizing principles of time management in task and project completion
- Resourcing and productively collaborating with others across business lines
- Managing office space, real estate, assignment, and allocation
- Liaising proactively and productively between management executives and their teams
- Freelance administrative support

Professional Experience:

Contractor/Senior Administrative Support to Site Lead & Project Management Team

Department of Energy via LMATA Government Services, 2018-2019

Provided administrative support to Site Lead, Programs/Projects and team with calendar management via Outlook, arranging team meeting logistics, routing and tracking documentation via SharePoint for projects in the pipeline and handling accountability process for off-site/field team. Utilized principals of time and project management for efficiency

Contractor/Executive Assistant (remote) to President

Uppercut Media, 2017-2018

Provided administrative support to leader/founder with calendar management via Google Calendar, arranged travel, monitored budget, processed expenses for client projects

Senior Administrative Associate to Executive Directors,

Operations, Market Access and Patient Services

BioMarin Pharmaceutical, 2016-2017

Provided administrative support to 3 Executives of the Operations team. Arranged heavy, complex travel logistics for the team via Concur. Heavy calendar management in Outlook entailing multiple bookings and overlays. Coordinated off-site team meetings via SharePoint. Handled a high volume of expense reporting via Concur.

Contractor/Executive Assistant to SVP & Team, EPCOM

SunPower Solar via Aerotek, 2016

Supported SVP of EPCOM with heavy calendar management via Outlook; scheduled and coordinated team meetings, launched remote meetings via WebEx, prepared meeting materials, arranged travel via Concur

Executive Assistant (remote) to Chief Officers: CFO, CEO, CSO, CAO, CBO, CMO

Amedisys Home Healthcare, 2015-2016

Provided administrative support to Chief team, intermittently to specific Chiefs as noted; handled complex calendar management via Outlook, arranged frequent and complex travel via Concur; launched remote meetings for leadership teams via WebEx and MS MOC, arranged off/site meetings for leadership on team-building events

Contractor/Administrative Support to Deep Water-Upstream, IT/IM Leadership Team

Shell Oil via Kelly Services, 2012-2014

Calendar management via Outlook for IT/IM Manager and the team of 100+ globally; arranged/coordinated logistics for IT/IM leadership meetings, special events, and workshops for Upstream Leadership Team; Office/floor management-office assignment and set-up, on-boarding of new employees and contractors, liaised with real estate, maintained safety implementation and compliance

Executive Assistant to CEO/President

LA Lottery Corporation, 2010-2012

Handled calendar management for CEO via GroupWise, arranged frequent travel for CEO and team with AMEX Travel, provided project support to direct reports of CEO via MS Project, provided assistance to the Board of Directors via scheduling Board/Committee meetings, providing meeting documents and materials, recording and distributing minutes from bi-monthly BOD meetings

Executive Assistant to EVP, Private Client Services

City National Bank, 2008-2009

Provided complex calendar scheduling via Outlook, involving frequent travel arrangements with AMEX Travel for EVP of Private Client Services, maintained communications via Outlook and SharePoint for PCS team meetings, compiled and distributed meeting materials for PCS division of 150

Contractor/Executive Assistant to clients of multiple agencies

Universal Music Group, Disney Music, BMG Publishing, CA, 2005-2008

Provided interim administrative support for staffing and recruitment agency clients

Executive Assistant to CIO, Information Technologies

Ascent Media Group, 2002-2005

Provided administrative support to CIO and his direct reports (Senior Managers, Directors) in addition to global business colleagues; arranged global travel via AMEX Travel for CIO and team; maintained and streamlined email and phone communications with internal and external lines of business; handled heavy calendar management via Outlook; processed expense reporting

Education

Los Angeles City College, CA

Industrial Technology-Business Administration, 2007-2008