

Teresa E Aziam

303-260-9542

teresaaziam@gmail.com

Executive Administration * Time Management * Organization

SKILLS SUMMARY

- Executive Administration
- Office & Project Coordination
- Calendar & Data Management
- Event Management
- Proficient in Microsoft Office
- Effective Time Management
- Client Service Excellence
- Relationship Management
- Domestic & International Travel
- Internal & External Meetings
- Strong Interpersonal Skills
- Multi-task Oriented
- Process Improvement
- Expense Reporting
- Advanced Professional Writing
- Generate Reports
- Excellent Organizational Skills
- Maintain Strict Confidentiality

QUALIFICATIONS

Executive Administration

- Managed multiple calendars for c-level executives and their direct reports using Outlook and Google to free them up to meet with stakeholders and focus on their specific roles
- Prepared monthly reports with 100% accuracy, using MS Office or proprietary software to ensure on-time distribution, keeping stakeholders informed and knowledgeable
- Coordinated domestic and international travel arrangements using travel agents or Concur to ensure seamless travel experiences for executives
- Generated expense reports for executives to guarantee departmental budget control and rapid reimbursement for out-of-pocket expenses
- Arranged meetings and events both on-site and off-site by securing venues and obtaining the supplies so participants would be comfortable and things could operate smoothly

Process Improvement

- Spearheaded process improvement efforts, including the complete creation of numerous SOP manuals to instruct colleagues on practices and procedures for optimized efficiency and workflow in multiple areas
- Achieved a 21% expansion in newsletter open rate by revamping creative content and improving email subject line to strengthen client base and increase fundraising dollars
- Onboarded more than 90 new client contracts in 6 months by creating an understandable, duplicatable format for proposal submissions that thoroughly laid out itineraries and final costs for potential clients to review

Communication

- Acted as liaison between executives, team members, and outside stakeholders to assure effective written and oral communication so that information is disseminated thoroughly and properly in a professional manner
- Precisely conveyed all forms of correspondence and documentation by thoroughly editing to ensure accuracy; acting with the utmost confidentiality and highest standards of sensitivity
- Effectively took notes for meetings, agenda creation, and follow-up to allow colleagues to remain focused without missing important details or deadline dates

EMPLOYMENT HISTORY

Executive Assistant	Robert Half International	Lakewood, CO	2020-2022
Executive Assistant	Various Contract Positions	Denver Metro Area, CO	2019-2020
Senior Executive Assistant	Helmerich & Payne	Denver, CO	2018-2019
Senior Administrative Coordinator	Denver West Limo	Lakewood, CO	2015-2018