

# Summer R. Warner

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Westminster, CO 80021

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## PROFESSIONAL SKILLS

- Proven ability to multi-task in a fast-paced environment, while maintaining an emphasis on quality, detail, and deadlines.
- Strong computer skills; able to learn new systems quickly.
- Excellent people skills with ability to work with people at all levels.
- Outstanding communications skills – written and verbal.
- Able to maintain professional demeanor under pressure and/or in stressful and chaotic situations.
- Exceptional analytical skills; Strong attention to detail.

## COMPUTER SKILLS

MS Office (Excel, Access, Word, Outlook and PowerPoint) Internet Explorer, RecruitMax, Oracle, Oracle Discoverer, SharePoint and Remedy.

## PROFESSIONAL EXPERIENCE

**Level 3 Communications, LLC – Broomfield, CO** **9/10 – 1/13**

### **HUMAN RESOURCE PROJECT MANAGER FOR LEADERSHIP DEVELOPMENT TEAM**

- Worked to identify employees in Individual Contributors roles within the organization who demonstrated leadership potential. Approximately 40 individuals were invited to participate in a 2 year Emerging Leaders Program (ELP) annually.
- Coordinated and managed all aspects of the ELP and Management Development Training courses and events
- Designed, Implemented and Managed all aspects of the company Mentor Program.
- Assisted Executive Team and HR Leaders with other events as assigned. (i.e. annual VP Forums, company All Hand Sessions, etc.).

## PROFESSIONAL EXPERIENCE

**Level 3 Communications, LLC – Broomfield, CO** **8/08 – 9/10**

### **PROJECT MANAGER/SALES TRAINING COORDINATOR**

- Identified Sales new hires and processed them for Sales New Hire Training.
- Maintained Training Program databases and reporting.
- Managed Program Proficiency Checks and reporting.
- Monitored Sales Enablement Training mailbox and respond to communications.
- Coordinated classroom logistics for trainings.
- Conducted bi-weekly Program orientation sessions with new hires via Live Meeting and WebEx.
- Assisted with educating new Sales Directors about the Program.
- Co-facilitated classroom training in Broomfield.
- Scheduled and maintained video conference, sound system, projector and video camera equipment for classroom training sessions.
- Coordinated course registration through LMS and Register new hires for Express Track and Reinforcement phase WBT curriculum on their first day of employment.
- Coordinated all aspects of Road Shows for product training.
- Tracked and provided weekly reports on Phase 1, 2 and 3 Assessment completions.
- Assisted Training team with other projects as assigned.

**Level 3 Communications, LLC – Broomfield, CO** **1/07 – 8/08**

### **SALES RECRUITING COORDINATOR**

- Processed Sales offer letters.
- Coordinated on-boarding for new hires in Sales.
- Tracked the progress of the on-boarding process.
- Assisted with metrics reporting and disseminating information to designated individuals.
- Scheduled Background Screening and ensured completion prior to start date.
- Processed reimbursements.
- Coordinated/approved candidate travel, including air travel, car rentals, hotels, and itineraries.

- Answered phones for the H.R. Department, and research to find answers to employee questions.
- Coordinated departmental events, including multi-location, all-hands meetings and employee parties.
- Typed all correspondence, offer letters, letters / notes for employee files, and employee notifications.

**Level 3 Communications, LLC – Broomfield, CO**

**10/06 – 1/07**

**EXECUTIVE ASSISTANT / TEMPORARY ASSIGNMENT**

- On a temporary basis, served as the Executive Assistant to two Vice Presidents of Human Resources.
- Was thrown into a “sink or swim” environment, with very little training and swam.
- Quickly adapted to the situation and starting catching up on a backlog of work in the division.
- Scheduled meetings and manage the daily calendars for the two Vice Presidents.
- Was responsible for all travel arrangements, including air travel, car rentals, hotels, and itineraries.
- Answered phones for the H.R. Department, and research to find answers to employee questions.
- Completed and processed expense reports.
- Maintained office supplies and requisitioned purchase orders for needed supplies and equipment.
- Coordinated the administrative-support services of the HR Business Partnering group.
- Coordinated departmental events, including multi-location, all-hands meetings and employee parties.
- Typed all correspondence, offer letters, letters / notes for employee files, and employee notifications.
- Created spreadsheets and presentations; handle all filing, faxing, and copying, and assist with various projects as needed.

**Harris MyCFO, Inc. (Private Bank) – Redwood City, CA**

**2/05 – 9/06**

**ADMINISTRATIVE ASSISTANT TO INSURANCE MANAGER (12/05-9/06)**

- Provided administrative support for the Insurance Manager of this private bank.
- Worked with / assisted high-wealth clients on a daily basis.
- Set up and maintained confidential client files.
- Scheduled daily meetings and maintained personal calendar for the Insurance Manager.
- Processed daily mail.
- Communicated daily (in writing and verbally) with clients and insurance agents.
- Maintained and replenished office supplies.
- Was responsible for general office duties including data entry, front-desk support, faxing, copying, and answering / routing phone calls.
- Completed various other projects as needed.

**ADMINISTRATIVE ASSISTANT - FAMILY SERVICES TAX DEPARTMENT (2/05-12/05)**

- Started with the firm in the Family Services Tax Department on a temporary basis. Quickly transitioned to full-time, permanent employee based on exceptional performance.
  - Provided administrative support to several Senior Level Executive Assistants and to the entire Tax Department.
  - Performed all office functions including preparing presentations, preparing and processing income tax returns, binding documents, maintaining office equipment and supplies, faxing, filing, copying, entering data, processing mail, staffing the reception desk as needed, answering telephones, and performing additional duties as assigned.
- (Reason for Leaving: Husband asked for transfer to PWC - CPA Denver branch so we could move back to Colorado.)*

**Gallegos Sanitation, Inc. – Fort Collins, CO**

**9/01 – 2/05**

**SALES COORDINATOR**

- Served as the primary support assistant for the Sales/Marketing Manager, the entire Sales Department, and the owners of the company.
- Scheduled meetings and maintained daily schedules and calendars.
- Took meeting minutes and then transcribed and distributed meeting reports.
- Prepared presentations for meetings.
- Drafted office correspondence.
- Maintained and replenished office equipment and supplies.
- Completed general office duties including filing, faxing, copying, data entry, routing mail, answering telephones, and supporting full receptionist duties.
- Maintained public relations with GSI’s large business company accounts.
- Evaluated clients’ service needs and constructed reasonable and appealing service bids and proposals for existing and prospective customers.
- Created, modified and updated all service contracts and terms.
- Administered training and provided support for all new hires in the Sales Department.
- Assisted in the interview process for new departmental hires.

- Developed, organized and maintained an effective file system for all existing and prospective commercial accounts.

## **WORK EXPERIENCE - DURING AND IMMEDIATELY AFTER COLLEGE**

### **Flower Royale – Tustin, CA**

#### **INDEPENDENT CONTRACTOR**

- Built and maintained a customer database for this company in ACT.
- Organized and operated silk flower shows and arranged all floral displays.
- Worked with customers on a daily basis, explaining the benefits of using silk flowers and assisting with various floral designs.

### **Mitsubishi Electronics – Tustin, CA**

#### **ADMINISTRATIVE ASSISTANT**

- Typed correspondence.
- Set up and maintained files.
- Worked with clients/customers every day.

### **Davis/Lewis Orchards – Tustin, CA**

#### **ADMINISTRATIVE ASSISTANT**

- Handled a full-time office position while attending college on a full-time student basis.
- Was responsible for all general office duties, phones, filing, faxing, copying, etc.

## **EDUCATION**

### **Communications Major – Completed 60 Semester Units**

Orange Coast College, Costa Mesa, CA – 1997 - 1999

