

## MARY TIRRELL

**OBJECTIVE** To utilize my skills in managing and coordinating multiple departments and staff to benefit the organization's success. To utilize my budgeting and procurement experience to ensure the organization's financial and project success.

**COMPUTER SKILLS**

- Microsoft Office - Word, Excel, Outlook, PowerPoint
- JDEdwards
- Salesforce
- Sage
- Kronos
- Social Media
- Infor Visual for Manufacturing, Visual Time and Attendance
- Oracle
- Concur
- Sharepoint
- Atlassian JIRA

**EXPERIENCE**

**CONTRACT ADMINISTRATOR, HONEYBEE ROBOTICS  
LONGMONT, CO (THROUGH AEROTEK STAFFING)**

December 2017 - Present

Perform contracts review, assist Project Managers with tracking milestone deliverables, create invoices and submit to customers via specific websites including government sites, liaise with government representatives on contract, invoice and procurement specifics. Work with Accounting department to recover past due invoice.

**FRONT DESK CHIROPRACTIC ASSISTANT, DE LEON FAMILY  
CHIROPRACTIC, WESTMINSTER, CO**

July 2017 - November 2017

Answer phone calls from patients. Coordinate all Front Desk duties including, patient scheduling and check in, new patient orientation and billing. Screen for new patients at off site events. Participate in off shift community dinners and workshops.

**OFFICE ADMINISTRATOR, GLENMEDE TRUST COMPANY, MORRISTOWN,  
NJ**

July 2016 - June 2017

Answer incoming calls from clients and redirect to appropriate Staff. Support

Regional Director with meeting scheduling, travel arrangements, expense reporting. Support Business Development Officers by conducting research and analysis of potential High Net Worth Prospects. Event planning and execution. Maintain office supplies. Plan and schedule client and internal meetings. Maintain multiple calendars. Submit expense reports. Coordinate with IT Help Desk to troubleshoot on site issues with video conferencing equipment, printers and other issues.

**EXECUTIVE ASSISTANT TO MANAGING DIRECTOR AND CFO,  
BELAIR INSTRUMENTS, SPRINGFIELD, NJ**

August 2015 - February 2016

Maintain calendars and scheduling for Managing Director, CFO and Vice President of Sales. Make initial contact with customers to coordinate Sales Calls. Coordinate travel arrangements and outside meetings. Act as back up for Sales Department with order entry and customer feedback. Assist Director of Marketing with Trade Show management and travel arrangements.

**HELP DESK ADMINISTRATOR, CRYSTAL SPRINGS GOLF RESORT**

May 2015 - June 2015

Intake and assignment of HelpStar Ticket requests, prioritization of projects and daily task for Help Desk technicians. Ordering supplies, managing multiple printer/copiers on resort. Managing department purchase card and coding expenses. Creating quotes for equipment.

**ON CALL PROJECT ASSISTANT, CENTER FOR CREATIVE LEADERSHIP**

October 2014 - February 2015

Assisted with large client training. Maintained and updated online learning platform. Assisted with meeting agendas, scheduling, note taking. Updated delegate platform learning status and sent emails to each.

**DATA MANAGER, INTERNET HONEY**

February 2011 - February 2014

Supported and maintained marketing solutions for travel and tourism clients. Executed client email communications and provided feedback for best practices. Managed client consumer data. Extracted research data for analysis and reporting for the travel and tourism industry.

**ASSISTANT STORE MANAGER, THE OLIVE TAP**

April 2010 - January 2012

Instrumental in assisting new store location with initial set up and by providing support in staff scheduling, inventory control, product ordering and vendor

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interaction. Utilized my skills to create new product samples to increase sales.

**EXECUTIVE ASSISTANT, CANADIAN MOUNTAIN HOLIDAYS**

August 2008 - January 2010

Managed meeting and travel calendars for CEO, CFO and VP - Business Development. Coordinated all travel plans - air travel, hotels, car rentals. Performed monthly expense reconciliation for all department credit cards. Assisted CFO with managing monthly P&L tracking and reconciliation. Supported VP with various performance tracking reports as well as competitor benchmarking.

**PURCHASING SPECIALIST, INTRAWEST LLC**

August 2007 - August 2008

Supported US IT Departments with vendor quotes for equipment and services. Created requisitions for both operating and capital purchases. Tracked monthly operating expenses for 10 US IT departments for forecast and variance reports. Tracked capital expenses to assist managers with project management, budget management and deadline management.

**ADMINISTRATIVE ASSISTANT, INTRAWEST COLORADO**

December 2002 - August 2007

Assisted VP - IT for Copper Mountain Resort, Winter Park Resort and Front Range Corporate. Created and managed \$4 million operating budgets for multiple locations and operating business units. Tracked monthly operating expenses for forecast and variance reports. Tracked capital expenses to assist managers with project management, budget management and deadline management. Gathered vendor quotes and created requisitions for operating and capital purchases. Fun stuff - minor HR assistance, time keeping, event planning.

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EDUCATION

**INSTITUTE FOR INTEGRATIVE NUTRITION, NEW YORK, NY, CERTIFICATION**

Holistic Health Coach

**LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES, CA, CERTIFICATION**

Certified California Paralegal

**MONTCLAIR STATE UNIVERSITY, MONTCLAIR, NJ**

Course studies in Political Science, Spanish, Paralegal Studies

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