

GENIA M. NICKEL

217 E. 12TH STREET, MENDOTA IL 61342 * 815-703-5249 FOXYWIFE123@GMAIL.COM

SUMMARY OF QUALIFICATIONS

Skillful and dedicated **Executive Assistant** with extensive experience in the coordination, planning, and support of daily operational and administrative functions.

- ❖ Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Proficient in Microsoft Office System, QuickBooks, Quicken, ACT, Peachtree, and Microsoft Windows® operating system. I type 120 wpm with complete accuracy.

PROFESSIONAL EXPERIENCE

People Link Staffing – Peru, IL
Staffed at: Eakas Corporation

9/18 - 11/18

Inspected parts for Toyota and Nissan for quality issues. Assembly of license plate brackets; provided packaging of product for customer. Followed all Orders of Operation spec sheets.

Wellington Industries – Peru, IL
Quality Control

1/18 - 8/18

Inspected parts as they came out of robot welder for bad welds. Also inspected finished good prior to being shipped to Chrysler.

I-Call Services – Oglesby, IL
Customer Service for Sentry Safe

6/17 - 1/18

Answered all incoming calls from customers nationwide regarding their safes. Provided key replacement and combination requests. Provided instructions on how to open safe. Communicated thru email and telephone conversations.

L. Surges Custom Woodwork – Joliet, IL
Office Manager

4/13 – 6/17

Took care of all of daily operations; quoting, ordering, AR/AP, inventory and delivery of custom wood products. Ordering of lumber by the truck for completion of orders. I also manufactured all curved wood orders by hand.

Continued...

Johnson Oil Company-Peru, IL
Assistant Manager

8/12 to 4/13

Duties include helping customers, making change, preparing daily reports, ordering of inventory for the store, and processing invoices for payment. Payroll preparation, and lottery audits were performed weekly.

LMK Enterprises, Inc. – Ottawa, Illinois

2007 to 2009

Executive Administrative Assistant

Provide high-level administrative support to CEO/President of leading manufacturer of trenchless innovation products and solutions with over \$1 million in annual revenues.

Prepare meeting agendas and carefully monitor all action items. Prepare complex reports for the General Manager and President, ensuring compliance with tight deadlines.

- Reduced company travel expenses during tenure by identifying cost-effective travel agencies and negotiating contracts with key travel-services providers.
- Coordinated and hosted successful client seminars, creating invitations and promotional materials, booking venues, and selecting guest speakers.
- Author professional correspondence to customers and vendors.
- Designed and implemented employee policies and procedures.
- Managed invoicing and billing processes.

HOFFMAN, MUELLER AND CREEDON – Ottawa, Illinois

1997 to 2006

Legal Assistant and ATGF Certified Real Estate Closer

Provide administrative support for three attorneys in this successful law firm.

Oversaw a wide variety of administrative functions. Developed internal correspondence that facilitated effective communication and transfer of information between two offices.

- Managed all aspects of day to day operations
- Author of professional correspondence to clients; preparation of all Court documents.
- Conducted, prepared and finalized all real estate transactions for a busy law firm, approximately 10 closings per week, including preparation of closing documents and HUD.
- Accounts Payable and Receivables, and management of 4 Trust accounts.
- Accustomed to handling sensitive confidential records.

References available upon request.

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