**Shawna M Thompson**

7609635590 | shawnamarie0321@gmail.com | 775 Sable, Rancho Santa Margarita, CA 92688

**PROFESSIONAL SUMMARY**

Versatile, organized, and polite professional; able to see the big picture and knows how to get things done. Proven problem solver with strong work ethic and ability to motivate team and self to excellence. Efficient administrative professional successful at supporting executives with all business needs. Manage financial needs, travel planning, and meeting support using excellent organizational and multitasking abilities. Use Apple and Windows expertly to complete high-quality work.

**SKILLS**

|  |  |  |
| --- | --- | --- |
| * Microsoft Office Suite | * Google Suite | * Event coordination |
| * Confidentiality | * Presentation development | * Executive support |
| * Travel planning | * Schedule coordination | * Customer relations |

**EXPERIENCE**

**Executive Assistant**

JZMK Partners, 2004 - 2008

Self-motivated position that required organization and follow through saving time and costs on training. Facility management, maintained supplies, budget management, event coordination, administrative duties.  Coordinated scheduling for internal and external meetings, travel plans, conference calls, and day-to-day executive obligations.  Maintained positive public relations with customers, vendors, and industry partners.  Managed emergencies smoothly, coordinating resources and timely responses to resolve situations. Supported travel needs, arranging accommodations, airfare and ground transportation. Managed meeting support, organizing materials, transcribing notes and setting up catering.  Answered phone calls and directed calls to appropriate parties. Photoshop, InDesign, and minimal work in AutoCAD.

**Executive Assistant**

DRINKWorks!, 2002 - 2004

Assisted operations department.  Assisted sales department with processing of orders. Multi-tasking, managed multi item sample room and processed sample requests from the US and China, office supplies and budget tracking, heavy phones, filing, faxing, customer service, bank deposits, processed incoming/outgoing mail, Assistant to the CEO, CFO, & Operations Manager. Implemented a new filing & organization system.

**Customer Service Representative & Accounts Receivable**

Rudy Project N.A., 2000 - 2001

Customer service call-center representative. Order processing. Account troubleshooting. Accounts receivable. Collections. Trade show representative/sales.

**EDUCATION** Associate of Science in Business Leadership & Management

Orange Coast Community College 2022

**ACCOMPLISHMENTS** Pearson Online Learning Certificate in Event & Wedding Coordination 2002 - 2003

**COMMUNITY SERVICE** Mariners Church - Port Mariners Administrative duties, Vacation Bible School Childcare, Mothers of Preschooler's (MOPS) Leadership. 2009 - 2012