

REGINE VAVASSEUR
310-316-1284

SUMMARY

Detail oriented event coordinator with over 15 years of event planning / administrative experience in a variety of industries including hospitality, financial, manufacturing and professional services. Creative thinker and self-starter with strong management and interpersonal skills, committed to improving processes and enhancing productivity. Skilled in Microsoft Word, Excel, PowerPoint, Scheduled Plus and Outlook, with a typing speed of 60wpm.

PROFESSIONAL EXPERIENCE

CONTRACT ASSIGNMENT – VARIOUS AGENCIES

1/08 – Present

Supported Vice Presidents, Directors, District Managers

- Demonstrated flexibility in adapting to each assignment as an Administrative or Executive Assistant.
- Oversaw each new assignment with precision performing secretarial needs for each client.

FIRST CALIFORNIA BANK (SOUTH BAY BANK), Torrance, CA

12/02–11/07

Executive Assistant

Supported the Executive Vice President, Chief Credit Officer.

- Executed company events, luncheons, corporate mixers, holiday parties for 20-350 people.
- Administratively handled the executive office along with basic secretarial duties.
- Planned and organized the monthly Board of Directors–Preparation of Meeting Binder for 15 people.
- Organized Director Loan Committee meeting on a weekly basis for 10 people.
- Took on the purchasing and facilities for the branch of 50 people.

MATTEL, INC., El Segundo, CA

9/00–12/02

Executive Secretary

Supported the Vice President of Customized Product and 2 Directors, 2 Senior Managers and 1 Manager.

- Routinely planned and organized multi-presenter events for key customers, Toys R Us, Target, WalMart and KB Toys.
- Performed basic secretarial duties with flair.
- Routed incoming and out going mail for a department of 15 people ensuring 100% accuracy.
- Generated purchase orders and large volumes of check requests from numerous outside vendors.

KEYBANK, Los Angeles, CA

9/99–9/00

Administrative Assistant

Supported SVP District Manager and 2 Vice Presidents.

- Successfully planned two grand opening cocktail events at an offsite facility for 350 people, including the CEO and all upper management of the corporate structure
- Responsible for initiating and launching the opening of this office.
- Administratively managed an office of 12 people.
- Oriented new employees to company processes and setting up systems for new employees, which included ordering new computers, desk supplies, turning on phones, entering employee data in payroll system, inputting and maintaining all time sheet information. Ensuring smooth employee transition into the organization.

MATTEL, INC., El Segundo, CA (Contracted through Spherion Personnel Services)

6/98–9/99

Administrative Assistant

Supported the Director of Premiums and Department Manager

- Planned luncheon and dinner meetings for top premiums customers of the company.
- Consistently met tight deadlines in getting sample product out to customers for approval.
- Coordinated a heavy meeting schedule and interfaced with customer and potential customers.

INDUSTRIAL DYNAMICS, Torrance, CA

8/97– 5/98

Executive Assistant

- Provided secretarial support to the assistant to the CEO of the company.
- Responsible for preparing and sending out the monthly survey letters and charting responses

PORTOFINO HOTEL & YACHT CLUB, Redondo Beach, CA

10/95– 8/97

Conference Service Manager

- Responsible for inside catering sales by negotiating and booking business meeting and functions.
- Successfully handled client confirmation guarantees, menu details, group cutoff, and rooming list deadlines for an average of 25 meetings per week. Managed administration for tour groups. Obtained final payment for Catering/Sales events
- Worked with Banquet Captains on each event to ensure the highest level of guest service.

TOWERS PERRIN, Los Angeles, CA

4/91–10/95

Administrative Assistant/Receptionist

- Organized an average of 10 internal and client meetings per week, by scheduling meeting rooms, ordering food and ordering necessary audiovisual equipment.
- Assisted the Human Resources Manager, data entry of timesheets, responded to resumes.
- Answered 10 incoming phone lines that supported over 250 employees.