

REGINE VAVASSEUR
310-316-1284
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SUMMARY

Detail oriented Executive Assistant / Office Manager with over 15 years of administrative experience in a variety of industries including Hospitality, Finance, 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 55wpm.

PROFESSIONAL EXPERIENCE

CONTRACT ASSIGNMENT, South Bay Locations

1/08 – Present

Administrative Assistant

Supported Vice Presidents, Directors, District Managers

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

SOUTH BAY BANK, Torrance, CA

12/02–11/07

Executive Assistant

Supported the Executive Vice President, Chief Credit Officer.

- Administratively handled the executive office along with basic secretarial duties including:
 - Preparing invoices, reports, memos, letters and other documents using word processing and spreadsheet software. Opened sorted and distributed incoming mail, including faxes and email.
 - Screening and placing incoming and outgoing telephone calls and emails.
 - Greeted customers and determined whether they should be given access to specific individuals.
- Organized the monthly Board of Directors meetings, with agenda and binder preparation for 15 people.
- Expertly handled national travel requests and expense reports.
- Oversaw all purchasing and facilities at this location of 50 people.
- Executed company events, luncheons, corporate mixers, and holiday parties for groups ranging from 50-250 people, for both onsite and offsite locations.

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 and KB Toys.
- Booked ongoing travel, national and international for the group. Processed expense reports.
- Managed and maintained heavy executive calendar and scheduling
- 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.

- Responsible for initiating and assisting in the launching and opening of this office.
- 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.
- Administratively managed an office of 12 people.
- Oriented new employees to company processes and setting up systems for new employees. Ensured smooth employee transition into the organization.
- Expertly handled purchasing and facilities for our location.