

# Cheryl J. Wendell

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310.676.8018 (Business)

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## EXECUTIVE ASSISTANT

Able to perform a wide range of administrative and general support duties of a highly responsible and confidential nature. Have a high level of tact and integrity due to the frequency of senior-level internal and external contacts and regular exposure to confidential data.

## PROFESSIONAL EXPERIENCE

### **Contractor work onsite for Amgen, Thousand Oaks, CA**

**May 2009 to present**

Scheduler reporting to Facilities Engineering Manager

- Manage workflow scheduling through IBM Maximo, Excel spreadsheets and reports
- Create reports reflecting alarm tracking for BAS, CEMS, and UCS systems
- Create daily Excel reports for Technician and Work Order Tracking
- Maintain safety log books, employee time entry database

### **Kelly Services for BP Pipelines and Logistics, Long Beach, CA**

**October – December 2008**

Administrative Assistant, Pipeline Maintenance

- Administered support for procedures in operations / pipeline maintenance department
- Designed monthly metric charts in PowerPoint demonstrating timeliness of deadlines met regarding crews and work order closings
- Managed bi-weekly payroll data into several reports for Directors

### **Computer Sciences Corporation, El Segundo, CA**

Sales \$17B

**March 2003 to August 2008**

Provides information technology (IT) and business process outsourcing, and IT and professional services to the commercial and government markets.

Executive Assistant to the Human Resources Director

- Professionally communicated effectively with Executive Administrative, and Staff Management to gather, record, or convey relevant information. Initiated special reports and performed all normal administrative and clerical duties;
- Responsible for the executive compensation summary letters setting forth individual salary changes, bonuses, and annual incentive plans;
- Processed over 1,000 electronic deferred compensation elections each compensation season;
- Supported Corporate U.S. visa approval process in H1B, L1A, L1B, and TN visa requests and green cards;
- Identified need for records management system and created Access Database for tracking HR Director decisions as to approval or non-approval of foreign transfer requests;
- Evaluated outsourced employee eligibility regarding INS laws and CSC policies through research;
- Assisted with Defense Contract Audit Administration (DCAA) audit for U.S. government;
- Utilized Supply Relationship Management / SAP System for procurement of consultancy agreements, contracts, and renewals;
- Recommended updates for EXCD (Executive Compensation Database) through a process of researching and cross referencing database sources to determine changes in Executive status;
- Composed the congratulatory letter to promoted Vice Presidents over the CEO signature and composed Executive company car requests;

- Administered the HR role in the monthly processing of out-of-cycle equity grants, awarded as incentive upon executive promotion or employee recognition;
- Produced the live satellite Thought Leadership Broadcast program, including coordination of D2 Production Company and the local CSC Service Delivery Manager;
- Developed, prepared, and edited PowerPoint presentations for Board of Directors and Compensation Committee, presenting summary of government legislation and consultant recommendations with regard to executive compensation;
- Managed the Director's calendar; created travel arrangements; scheduled conference meetings / calls; created and processed expense reports; reconciled vendor invoices; and, prepared release orders and check requests for payment;
- Assisted Director with expatriate services correspondence, vendor invoices, and files;

**Salvation Army Territorial Headquarters, Rancho Palos Verdes, California** **1997-2003**  
Non-profit organization offering disaster relief, adult rehabilitation, community care services.

Executive Assistant for Business Administration and Continuing Education

- Implemented General Office procedures in monitoring and answering email and correspondence using word processing;
- Managed and maintained schedules and calendars;
- Read and analyzed incoming memos, submissions, and reports to determine their significance and plan their distribution;
- Responsible for filing and retrieving corporate documents, records, and reports;
- Acted as liaison between Education Board and officer applicants in processing and approving requests for higher College education;
- Prepared Education Committee portion of agenda for monthly Board of Directors meeting;
- Created and distributed Board of Director meeting minutes;
- Prepared responses to higher education applicants as to Board of Directors' decisions, approvals, disapprovals, and recommendations;
- Designed and maintained database for monitoring Salvation Army officers' progress in fulfilling continuing education requirements;
- Established desktop publishing of books and conference materials;

### **SKILLS**

Proficiency in Microsoft Word, Excel, Access, PowerPoint, Outlook, Lotus Notes  
SAP, IBM Maximo

### **EDUCATION**

**Associate in Science Degree** in Paralegal Studies (ABA-Approved Program),  
El Camino College, Torrance, California  
Central Washington State University, Ellensburg, Washington (two years)

### **HONORS**

Honor Society, Central Washington State University  
Member, Lambda Epsilon Chi, National Honor Society in Paralegal Studies

### **AFFILIATIONS**

Los Angeles Paralegal Association, Member  
International Association of Administrative Professionals (IAAP), Member