

MERIDITH McDOWELL

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CAREER SUMMARY

Award-winning **senior administrative support** professional with **20+ years of excellence** in the **non-profit** and **banking** sectors. Consistently recognized by superiors for demonstrating tremendous leadership while managing the day-to-day operations of an office; overseeing successful projects; streamlining office operational procedures; and training administrative staff to exceed performance standards.

PROFESSIONAL EXPERIENCE

2002-2015 United Way of New York City New York, NY

Executive Assistant, Early Childhood

- Managed scheduling, travel arrangements, and expenses for the Vice President and other personnel.
- Frequently made prompt, high-level decisions in the absence of senior staff.
- Helped balance \$150K department budget by managing seven department cost codes and various grants.
- Developed reimbursement procedures that reduced errors and processing time by 30% department wide.
- Trained and supervised support staff to include 12 administrative assistants and two receptionists.
- Served as project manager on 15 successful, high-priority projects throughout tenure.
- Coordinated a celebrity-youth concert that raised over \$200K for students with special needs.
- Streamlined registration process for five regional conferences, each with 800+ participants.
- Designed Excel templates that improved the gathering and analysis of client support data.
- Drafted and maintained all department vendor contracts and memorandums of understanding (MOUs).
- Coordinated mass mail projects of brochures that helped stimulate community interest in organization's efforts to improve early learning.

1985-1998 The Chase Manhattan Corp. New York, NY

Administrative Assistant, Human Resources

- Recipient of the \$500 Administrative Assistant of the Year Award-1991, 1993, and 1997.
- Provided key solutions that helped HR improve employee performance evaluation and merit system.
- Managed smooth orientation process for over 60 new employees throughout tenure.
- Served as an effective liaison between Human Resources and Board Affairs & Relations Department.
- Managed reservations and equipment for five meeting and conference rooms.

EDUCATION & TRAINING

2002 Montclair State University Montclair, NJ

B.S.-Business Administration-concentration in Management

- GPA: 3.4/4.0

Courses:

Time Management for the Administrative Professional, Rockhurst University Continuing Education-2008

CORE COMPETENCIES

Procurement Processes
Contracts Management
Staff Motivation and Mentoring

MS Office Suite
MS SharePoint
ExpensePoint

Special Events Planning
Natural Interpersonal Skills
Typing: 70 WPM