

KAREN T. WATSON
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SUMMARY

Motivated, personable Executive Assistant with successful track record of reporting directly to high-level staff within various industries. Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Internet-based applications. Accurate typing speed of 75 wpm.

CONSULTING EXPERIENCE

MANPOWER STAFFING SERVICES

2003 – Present

Temporary Executive Administrative Assistant

- Prepare reports, spreadsheets and presentations using Word, Excel and PowerPoint
- Arrange conferences, training sessions and outside events; plan, schedule and organize internal meetings using Outlook as requested by staff
- Provide assistance to customers via external calls and correspondence
- Develop, scan, maintain and archive client files

CITIZENS BANK

Project Analyst (4 month assignment)

2010 – 2011

- Provided administrative and event management support for department team
- Prepared survey results of presentations for project updates to executive management
- Compiled and updated Excel reports
- Scheduled internal and web meetings using Outlook for Support Manager

INDEPENDENT ADMINISTRATIVE CONSULTANT

2009 – 2011

- Provided clerical services to personal clients which included creating Excel spreadsheets, PowerPoint brochures and marketing mailings

PROFESSIONAL EXPERIENCE

PRUDENTIAL FOX & ROACH REALTORS

2009 – 2010

Administrative Secretary

- Prepared correspondence, mail merges, reports, presentations and Open House flyers for Associate Broker using Word, Excel and PowerPoint
- Scheduled and organized internal and external meetings using Outlook as requested by staff
- Assembled and maintained weekly Open House packets for Realtors and clients
- Provided landlord assistance to tenants via external calls and Outlook

HEFFLER, RADETICH & SAITTA

2000 – 2003

Administrative Secretary to Executive Partner

- Provided detail oriented administrative tasks for Executive Partner which included preparing client correspondence, filing, billing, receiving and sending fax messages, photocopying, distributing mail, scheduling meetings and ordering meeting lunches
- Produced and updated accounting spreadsheets using Excel
- Designed flyers, posters and presentations using PowerPoint

FOUR SEASONS HOTEL
Sales Administrative Assistant

1997 – 1998

- Created proposals, produced mail merges and prepared new client contracts for Director of Marketing and Sales Managers
- Edited and maintained weekly newsletter for Public Relations Manager
- Assembled media kits for client distribution

WACHOVIA BANK
Accounting Secretary to Senior Vice President

1995 – 1997

- Processed rental checks and paid repair bills using funds from client accounts
- Maintained tenant correspondence and facilitated phone conferences between tenants and bank managers
- Responded to tenant inquiries, resolved issues and concerns

PSI SERVICES, INC.
Administrative Secretary

1994 – 1995

- Prepared reports, children evaluations and letter mail merges
- Coordinated daily Case Manager schedules
- Proofread case manager clinical documents and reports
- Supervised and trained secretaries