

## Toni D. Myers

610 -971-0189 tmyers04@comcast.net

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**Administrative assistant** with proven experience managing administrative offices/processes for executive and department offices. Demonstrated record as trusted advisor and assistant to executives in sales, accounting and legal.

- ☐ Highly organized and energetic with strong teamwork, interpersonal communication and attention to detail skills.
- ☐ Able to work independently and complete projects and assignments on time.
- ☐ Proactive and strong work ethic.

### Areas of Expertise

- Travel/Calendar Management
  - Office Management
  - Microsoft Office/Advanced Proficiency
  - Customer Focus
  - Contract Support
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**Leukemia and Lymphoma Society, Conshohocken, Pa.**

**Volunteer/Administrative Support, 2010 -**

Provide volunteer administrative services to Chapter Office in all facets of administrative support from Excel spreadsheets to office organization.

**Allstate Workplace Division, Plymouth Meeting, PA**

☐ **Administrative Assistant – Sales, Regional Office, 2005-2008**

Provided administrative support to Regional Director, Regional Sales Managers and Marketing Coordinator.

- *General Administrative:* Supported Regional Team in scheduling of intricate calendars. Managed travel arrangements and prepared monthly Travel and Entertainment expenses. Word processed correspondence, proposals and presentations. Received high commendations for follow-through and detail.
- *Contracts:* Processed contracts for Sales Managers and reviewed for accuracy and compliance. Achieved a record 375 contract appointments with almost no error rate, in last year. Maintained a master file for all contracts and distributed to account executives, clients and Home Office.
- *Sales/Marketing Services Support:* Provided support to sales and marketing development activities that included managing large CRM/data base of customer account information, executing client mailings, maintaining product brochures, and preparing sales proposals and presentations. Prepared various reports for Regional Director and Regional Marketing Coordinator.

**Allstate Insurance Co., Malvern, PA**

☐ **Administrative Assistant – Division HQ Office, 2001-2004**

Provided administrative support to Division Controller, Finance Manager, Administrative Manager and Legal Counsel.

- *Administrative Support:* Provided phone support, meeting scheduling, travel arrangements, correspondence, high quality reports & presentations, and a variety of other administrative duties.
- *Responsiveness:* Consistently recognized for effective interpersonal communications with outside vendors and visitors, making the work environment more responsive and attentive to external inquiries.
- *Customer Invoices:* Prepared and reviewed customer invoices for accuracy. Checked coding.
- *Discretion:* Exercised judgment and maintained confidentiality on all information and assignments.
- *Finance Administrative:* Prepared and maintained financial spreadsheets. Maintained Excel worksheets and PowerPoint presentations and assisted in the preparation and distribution of financial reports.

**GE Financial Assurance/Colonial Penn, Fort Washington, PA**

☐ **Administrative Assistant - Claims Specialist, 1995-2000**

Supported claims adjusters with administrative services. Processed Personal Injury Protection (PIP) bills, and denials.

- *Customer Service:* Backed up customer service. Recognized for high quality service and responsiveness to the insured.

### EDUCATION

Delaware County Community College, Media, PA

Took various coursework in General Business, Accounting, Word Processing, and Microcomputer Applications