

LAUREN BARTAM

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EXECUTIVE ASSISTANT

Results-driven executive assistant with 7+ years of experience supporting C-level executives in fast-paced and dynamic corporate environments. Proven history of efficiently managing administrative tasks, optimizing workflow, multitasking, and enhancing overall organizational effectiveness.

- Skilled in coordinating high-level meetings, managing complex calendars, and handling confidential information with the utmost discretion.
- Exceptional communication and interpersonal skills, fostering positive relationships with internal and external stakeholders. Proficient in utilizing advanced office software and productivity tools to streamline processes.
- Committed to maintaining a high level of professionalism and contributing to the success of executive leadership teams. Seeking to leverage a strong executive support background to enhance operational efficiency and drive success within a forward-thinking organization.

CORE COMPETENCIES

**Calendar Management • Customer Service • Project Management • Daily Scheduling • Office Administration
Social Media Management • Client Relations • Access Controls • Strategic Planning • Event Coordination
Expense Reporting • Contract Negotiations • Travel Logistics • Records Management • Problem Solving
Executive Assistance • Data Analysis • Meeting Planning • Time Management • Vendor Management**

PROFESSIONAL EXPERIENCE

EAGLE TECH, INC., Maitland, FL

Senior Executive Assistant, 2020–2023

Served as a liaison for the Chief Operations Officer and Smartsheet Champion, ensuring seamless daily operations. Provided comprehensive administrative and contract-related support to the Business Unit President in Eagle Tech's Disaster Recovery Division, demonstrating autonomy and initiative. Maintained confidentiality and facilitated meetings with external executive assistants and departments. Managed multiple calendars and daily/weekly schedules across different time zones. Coordinated complex travel arrangements and generated, reviewed, and updated expense reports. Trained and coached new hires on company policies and procedures. Accountable for scheduling weekly and monthly staff and management meetings, logging meeting notes, and managing correspondence. Oversaw and effectively planned events logistics with vendor services.

Select Accomplishments/Projects:

- Successfully negotiated higher contractual rates with 80%+ of the department's clients, earning the "Rookie of The Year" award in 2021 for increased profits.
- Implemented a request portal built on a distribution list to manage up to 200+ requests per day, enhancing efficiency in the Contracts Department without adding staff overhead.
- Managed the planning of major FEMA activation to house 120+ employees on a last-minute basis; successfully located local vendors and negotiated pricing to meet demand.
- Acknowledged for outstanding performance, leading to increased responsibilities delegated by senior management.

BLUE DIAMOND MEDICAL SERVICES, Orlando, FL

Senior Executive Assistant/Operations, 2018–2020

Managed executive management duties supporting the President and Vice President of Operations. Served as Office Manager, supervising the receptionist, managing office supplies, writing/editing business correspondence, and organizing confidential files. Efficiently managed operational inventory, scheduling, purchase orders, invoicing, A/P, A/R, and vendor management.

Select Accomplishments:

- Improved the administration system to uphold administrative standards, incorporating executive correspondence, templates, records management, and mail processing.
- Collected 87%+ of past due customer balances within a two-week span.
- Developed a new inventory system using MS Excel and established a more efficient invoicing system via QuickBooks.

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LOCKENMEYER SALES COMPANY/DUBS & ASSOCIATES, Longwood, FL

Executive Assistant, 2016–2018

Provided administrative support to the owners of Lockenmeyer and a promotional items business, Dubs & Associates. Planned and scheduled travel arrangements, processed payroll for 10 employees, handled billing and performed other accounting tasks. Managed correspondence with staff and customers, processed and tracked customer orders.

Select Accomplishment:

- Implemented a transition from paper to paperless records within two weeks, adhering to all company policies and procedures.

BACK-END TRANSMISSION AND TRUCK REPAIR, Longwood, FL

Operations/Administrative Specialist, 2011–2016

Established and managed a profitable business working with fleet companies in Seminole County. Recruited, hired, and trained new staff, overseeing administrative functions, including billing, filing, recordkeeping, sales taxation, licensing, and general ledger accounting. Developed policies and procedures for weekly payroll processing, managed expenses, and generated customer invoices.

Select Accomplishment:

- Handled inventory and supply orders, and successfully sold the business at a profit in December 2016.
- Displayed exceptional relationship building and management skills that contributed to new customers from referrals.

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*Additional experience includes **Administrative Assistant** for 20/20 Eyeglass Superstore. Full details available upon request.*

EDUCATION

Bachelor of Arts in Business Administration,

University of Florida / Seminole Community College (joint program)

Technology Snapshot: Windows OS, Smartsheet, MS Office Suite, Microsoft Teams, Intuit QuickBooks, Mac OS, Google Suite