

SARAH WISER

257 Elsinore Drive • Alpharetta, Georgia 30180
770-653-6489 • sarah@email.com

EXECUTIVE ASSISTANT

Versatile professional adept at managing multiple projects, providing exceptional customer support, and streamlining office operations for major productivity gains. Expert in building client/vendor databases, optimizing billing processes, and crafting high-impact proposals and presentations. Committed to strengthening interdepartmental collaboration, promoting high documentation standards, and applying far-ranging Photoshop, InDesign, Outlook and PowerPoint capabilities.

Administrative Support • Multi-Project Management • Financial Management, Reporting • Scheduling
Customer Service • Process Improvement • Program Development • Database Management
Communication Initiatives • Correspondence Creation, Editing, Tracking • Standards Development
Proposals • Intranet Initiatives • Operational Streamlining • Event and Presentation Coordination
Change Management • Issue Resolution

PROFESSIONAL EXPERIENCE

COOPER SMITHFORD, Atlanta, Georgia • 2008-2009

Noted architecture, interior and graphic design firm.

Executive Assistant & Director of Cooper Smithford University

Offered dedicated support to Principals, Senior Associates, Project Managers, and Staff Architects, conducting research, crafting presentation materials, and collaborating with multiple departments in improving overall quality and efficiency. Communicated regularly with clients, vendors, and contractors, scheduling meetings and addressing concerns. Updated Deltek Vision database and MS Outlook contacts. Processed state/professional registrations. Championed top-tier documentation standards, and developed fee proposals, AIA contracts, submittal/RFI logs, and other essentials within aggressive timeframes. Prepared expense reports, conducted reconciliations, and resolved discrepancies. Excelled within demanding environment, successfully balancing staff and client needs, and utilizing technical skills spanning Adobe Photoshop and InDesign, as well as MS PowerPoint and Publisher.

Key Accomplishments:

- Overhauled major aspects of Cooper Smithford University (staff continuing education program) such as implementing user-friendly enrollment system, liaising with IT and Quality Management on posting current information on intranet, and ensuring proper registration for AIA credit. Initiatives greatly increased participation rates and staff capabilities.
- Fostered Cooper Smithford University success through developing standards for course materials, observing classes for conformance with AIA Continuing Education System requirements, and implementing specialized filing system for CCU documentation.
- Expedited project completion through crafting templates and tailored documents using Adobe InDesign.
- Enhanced Marketing efforts through effective proposals and presentations.
- Noted for in-depth industry knowledge, outstanding communication skills, and database management expertise.

PROFESSIONAL EXPERIENCE continued...

REEL ATLANTA LANDSCAPING, INC., Woodstock, Georgia • 2004-2008

Landscaping design, installation, and maintenance company.

Executive Assistant/Office Manager

Streamlined office operations for marked productivity gains, creating standardized documents, highly accessible filing system, and detailed Outlook database storing client/vendor information. Aided CEO in meeting deadlines, scheduling meetings, and resolving pressing issues. Optimized billing processes, resolved delinquent accounts, and utilized Quickbooks expertise in tracking AR/AP, profits, and overhead. Contributed heavily to projects, preparing estimates for site work, negotiating and finalizing contracts, and overseeing project teams to ensure on time completion.

Key Accomplishments:

- Increased efficiency through producing office standard documents for invoices, contracts, company letterhead, and business cards.
- Recognized for financial acumen, successfully managing AP/AR, invoicing, and vendor accounts, conducting due diligence and reconciliations, and creating targeted reports.
- Offered dedicated service to clients/vendors, and continually identified new opportunities.
- Maximized productivity of landscaping teams through tracking hours worked and level of completion, ensuring resource availability, and providing status reports to CEO and Project Manager.
- Facilitated advertising expansion efforts through devising unique artwork templates, researching untapped markets, and updating ad accounts.

HPWT, LTD., Lilburn, Georgia • 2000-2004

Consulting and technical support firm.

Executive Assistant

Addressed client queries and offered recommendations. Supported President in maintaining schedule, proofreading documentation, and executing special projects. Bolstered efficiency through organizing records and maintaining extensive client database. Generated client invoices and reported delinquent accounts. Praised for multi-tasking abilities and timely issue resolution.

EDUCATION

Business Administration Coursework- Georgia Perimeter College, Georgia

Basic Proficiency in Spanish (Written and Spoken)

TECHNICAL PROFICIENCIES

MS Word, Excel, and Outlook
Deltex Vision

Quickbooks and Quickbooks Online
Adobe Photoshop, InDesign, and Illustrator
MS PowerPoint, Publisher and Project
Punch Master Landscape Pro

PROFESSIONAL AFFILIATION

Member of Society for Design Administrators (SDA)