

DOREEN SERPOSS

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ADMINISTRATIVE ASSISTANT

Resourceful and reliable executive administrative assistant with 20+ years coordinating leadership affairs and facilitating day-to-day support. Operates with sense of urgency, ensuring confidentiality and professional quality output. Collaborates across business units, set priorities, manages multiple tasks, and delivers timely projects within budget.

KEY QUALIFICATIONS

Executive Administrative Support | Calendar Management | Travel Coordination | Meeting Logistics | Expense Reports
Project Coordination | Event Planning | Confidential Correspondence | Recordkeeping | Collaboration

PROFESSIONAL EXPERIENCE

Essity – Health & Medical Solutions | Philadelphia, PA Aug 2001 – Dec 2018

Delivered executive-level support with increasing responsibility throughout 17+ year tenure, including assistance to Senior Director of Consumer & Health Care Sales & Marketing (formerly Vice President of Consumer & Health Care Sales & Marketing), Senior Director of Health Care Marketing & Business Development (formerly Vice President of Health Care Marketing & Business Development), and Chief Financial Officer

EXECUTIVE ASSISTANT – SENIOR DIRECTORS IN SALES, MARKETING, & BUSINESS DEVELOPMENT, April 2006 – Dec 2018

- ◆ Facilitated administrative support for Senior Director of Consumer & Health Care Sales & Marketing and Senior Director of Health Care Marketing and Business Development along with respective departments.
- ◆ Oversaw complex calendar management for onsite and offsite meetings, teleconferences, and video conferences.
- ◆ Prioritized competing tasks while operating as liaison between clients and executives for appropriate support.
- ◆ Administered expense reports, created purchase orders, and coded invoices for department.
- ◆ Orchestrated and participated in annual national sales meetings in addition to special projects, including Bring Your Child to Work Day, holiday parties, and community service events.
- ◆ Secured significant cost savings through effective negotiations of all components of domestic and international travel and meeting accommodations. Adhered to budget guidelines.

EXECUTIVE ASSISTANT – CHIEF FINANCIAL OFFICER (CFO) & FINANCE DEPARTMENT, Aug 2001 – April 2006

- ◆ Managed administrative needs for CFO and Finance department, including coordinating travel, hotel, and rental car arrangements. Organized meetings, teleconferences, and video conferences.
- ◆ Compiled data for board meetings, divisional reports, and training class details for the department.
- ◆ Verified expense reports aligned with policies and coded and tracked vendor invoices.

Mölnlycke Health Care | Eddystone, PA April 2000 – Aug 2001

SENIOR ADMINISTRATIVE ASSISTANT – EXECUTIVE VICE PRESIDENT & SALES DEPARTMENT

- ◆ Directed executive affairs, managing calendars, travel arrangements, and agendas for VP and Sales department.
- ◆ Coordinated resources for new hire training classes and organized educational programs for sales managers.
- ◆ Contributed to logistics involved with annual national sales meeting.

*Additional professional experience at **The Franklin Mint** as **EXECUTIVE SECRETARY IN HUMAN RESOURCES**, **Aetna Health Insurance** as **ADMINISTRATIVE ASSISTANT**, and **Trump Marina** as **BENEFITS COORDINATOR***

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Type 70 WPM | QuarkXPress
Concur Expense Reporting | Fox & Egencia Travel | SAP Ariba Purchasing Platform