

# LESLEY A. CHRISTIANSEN ~ Executive Administration

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Results-driven and detail-oriented administrative professional with extensive executive administrative, business finance, office administration and client service experience. Exceptional ability to execute a wide range of complex legal and administrative management and support duties designed to streamline daily processes and increase efficiency. Proficient in multi-tasking and handling complex tasks simultaneously in fast-paced office environments demanding strong interpersonal, time management and organizational skills.

- Executive Administration
- Office Accounting
- Research & Data Analysis
- Travel Planning & Expenses
- Legal Administration
- Transcription & Dictation
- Project Management
- Staff Training & Development
- Client Services

## QUALIFICATION HIGHLIGHTS

- Executing office management, personal, secretarial and legal administrative duties to include answering multi-line phone systems, filing, report creation and data entry.
- Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- Proven track record of accurately completing research, reporting, information management, marketing, and business development efforts within budget requirements.
- Adept at developing and maintaining administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.

## PROFESSIONAL EXPERIENCE

Motorola Inc. Chicago, IL 9/2000 – 6/2010

Provided executive level personal and administrative support to Vice President and senior officers.

### EXECUTIVE/PERSONAL ASSISTANT

- Researched and booked travel arrangements and itineraries; airlines, transportation, car rental, and hotel reservations.
- Oversaw all staff scheduling, taking into consideration all meetings, projects, responsibilities, and priorities.
- Assisted with the coordination and participated in weekend campaigns, meetings, business conferences, special events, fundraisers, community conferences and meetings.
- Managed special projects including fundraisers and cash received, the preparation of certificates and books, and all photography at conferences, meetings and special functions.
- Worked on massive mailing projects involving literature sent to over 15,000 internal employees.
- Executed general administrative duties to include answering multi-line phone systems, filing, document scanning, report creation and data entry.
- Coordinated and implemented the training of new employees on administrative and office procedures.
- Created and prepared a variety of materials including letters, memoranda, confidential reports, and spreadsheets.

Johnston & Murphy Chicago, IL 5/1994 – 9/2000

Provided executive level personal, legal and administrative support to 6 lawyers and support staff.

### OFFICE MANAGER/EXECUTIVE ASSISTANT

- Managed and led the daily operations and activities of office and administrative staff.
- Executed various financial accounting duties including the processing and logging of account receivables and payables, invoicing, and utility bills.
- Organized and filed documents with State and Appellate Courts and various counties.
- Ordered and maintained all office supplies, reorganized and conserved client files, and maintained equipment.
- Performed general administrative duties including data entry, filing, data compilation and analysis.
- Handled and addressed problems of diverse scopes requiring independent judgment to resolve day-to-day issues.

## EDUCATION

BACHELOR OF SCIENCE ~ BUSINESS ADMINISTRATION (1996)

University of Illinois, Business College

Computer Literacy: Proficient and knowledgeable in the use of various software applications including Microsoft Office (Word, Excel, Outlook, PowerPoint) HotDocs, Legal Solutions, Abacus, Word Perfect, TimeSlice, and Elite Webview. Typing: 65+ WPM