**[Executive Administrative Assistant Data Entry](https://www.postjobfree.com/resume/ad05l8/executive-administrative-washington-dc)**

**Location:**Washington, DC

**Posted:**November 14, 2023

**Contact Info:**

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**Resume:**

Linda Sakaa Brown

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Washington DC, 20002 Linda.Brown3003@gmail.com

Core Competencies

Tested Financial Executive Administrative Assistant with C-Level Support experience

Her most recent experience was at Wells Fargo, supporting multiple directors in the Technology department

Coordinated heavy travel, processed heavy expenses, managed executive calendars, drafted meeting and email correspondence and booked conference rooms for meetings

Other experiences includes coordinating internal and external conferences and team meetings, and assisting with onboarding new hires and other ad-hoc projects

Software skills include Microsoft Office Suite, Concur, Ariba, Adobe, and Google Suite

Experience

Job Candidate Washington, District of Columbia

Actively Seeking New Opportunities

March 2023 – present

Wells Fargo Remote

Executive Assistant

March 2021 – March 2023

Coordinated and managed domestic & international travel, prepared itineraries and processed their expenses

Managed heavy calendars and travel on behalf of 2 Managing Directors and 4 Vice Presidents, and served as a liaison between our Executive/ Administrative team and potential clients and business partners

Recorded meeting minutes for our weekly internal team-building meetings

Coordinated and managed meeting logistics and conferences

Drafted, proofread and edited financial spreadsheets, event flyers, memos and letters for administration

Composed, modified and reviewed PowerPoint presentations for future seminars and conference

Screened and processed applications, and scheduled interviews with applicants

Prepared background biographies of potential business partners, and briefed this information to the Managing Directors prior to their appointment

Supported new associate on-boarding

Ordered and maintained inventory of office supplies

JP Morgan Chase (via Robert Half International) New York, New York

Senior Administrative Assistant (Temp)

August 2019 – November 2019

Provided executive and administrative support to the Technology, Northeast & Real Estate teams in Corporate Client Banking

& Specialized /Industries (CCBSI) with office procedures:

Coordinate and manage heavy domestic air travel, hotel and car arrangements, and provide personal assistance as needed per

business trip

Prepared travel itineraries per business trip, and managed frequent changes on short notice

Prepare and process domestic travel-, client- and internal employee-related expense reports via Concur

Coordinate with Concur’s CWT Service Center and our internal Business Operations team to reconcile expense charges and

corporate card accounts

Coordinate new internal and external client-meetings and conference calls, and help resolve their time-conflicts

Coordinate 1-on-1 and team meeting, and reserved corresponding conference rooms

Coordinate with candidates and internal assistants to schedule in-person interviews with our bankers, and hosted them upon

their arrival into our floor

Coordinate with CCBSI On & Off Boarding team and facility management with new hire on-boarding

Coordinate special Ad-Hoc projects on behalf of my banker (i.e. holiday charity donations, entertainment ticket purchases

for clients, etc.)

Assist in visitor registration by generating guest passes for internal visitors from other JPM offices and job candidates

Morgan Stanley, Bayview Asser Management and Others [a staffing agency] \ New York, New York

Senior Executive Administrative Assistant

October 2016 – May 2019

Assisted executives in Firm Risk Management with office procedures:

Coordinated and managed heavy calendars for future conferences, team meetings and appointment sessions

Coordinate weekly and monthly team conference calls and telepresence video conference calls, and resolved their time

conflicts

Coordinated with other assistants to reconcile meeting-conflicts on behalf of our managing directors & executive directors

Booked larger conference meetings and corresponding conference rooms on behalf of the Cybersecurity Information

Governance Committee (CIGC)

Liaised with HR in coordinating interviews on behalf of vice presidents, executive directors and managing directors

Assisted in visitor registration by generating guest passes for external partners and job applicants

Provided executive and administrative support to 3 Managing Directors, and their teams:

Provided heavy phone coverage for the company CEO, and my Senior Managing Director

Prepared extensive international/ domestic travel-related, client related and employee-related expense reports

Coordinated, processed and reconciled expense reports for the Asset-Backed Security Portfolio Management (ABS PM) team, Commercial Mortgage-Backed Securities (CMBS) Analysis team, Residential Mortgage-Backed Securities (RMBS) Bond

Analysis team, and the Agency Analysis team

Prepared and distributed meeting materials (e.g. spreadsheets, bound-booklets and PowerPoint presentation) for weekly team meetings

Coordinated and arranged internal meetings on behalf of 2 Managing Directors and Investment Relations

Coordinated with other assistants to schedule interviews on behalf of the Managing Directors at the New York office

Prepared conference room and made catering arrangements for a variety of meetings and events

Hosted external clients, job candidates and VIP guests (e.g. investors and brokers) for internal meetings with Managing

Directors

Maintained conference room after every meeting, and maintained inventory for the New York office

Assisted HR with new hire onboarding

Provided executive and administrative support to C-Level executives with office procedures:

Managed meeting logistics and prepared conference rooms for Council Board Meetings, as well as the CEO's office for VIP-lunch meetings

Processed all inbound physical mail, invoices and other documents from the CFO and Controller

Circulated confidential financial documents (e.g. signed checks) to be signed and notarized by the CFO, COO and the CEO

Received written requests from clients to have their demographic information changed on pension applications prior to CFO approval and notarization

Assisted administration with office procedures, and managed their calendar for upcoming appointments, seminars and events

Served as an appointment liaison for residential tenants, and consequently managed heavy calendaring on behalf our

company’s facility maintenance team

Collaborated with the facility maintenance team, building superintendent & property managers to resolve complex

appointment issues on behalf of our tenants

Technical Skills

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.)

Concur

Adobe Acrobat

Google Suite (Google Doc & Google Slides etc.)

Ariba

Education & Training

Stony Brook University May 2008