

Katherine Gitts -Meyford
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OBJECTIVE

Seeking a job as an executive administrative assistant or office manager, so I can use my relevant skills and education to perform the duties that comes with the job.

WORK EXPERIENCE

Boston Hospital
Feb 2016 – Present

Volunteer & Community Coordinator

- Responsible for planning deadlines and communicating daily duties
- Looked after inventory and made sure everything was accounted for
- Scheduled meetings and made sure attendance and notes were kept for board
- Initiated surveys for the new Medicine programs
- Coordinated events for long term patients and volunteers

City of Boston
Sept 2010 – April 2015

Executive Administrator/Office Manager

- Provided administrative assistance to the acting city manager
- Made sure calendar was organized for city officials monthly
- Scheduled meetings with city officials and members of the public
- Directed issues and problems to the right department
- Approved communications for meetings and events with city management staff
- Acted as the main point of contact for special events held by the city manager
- Managed the calendar for city manager and his assistant
- Made sure proper permits were ready for special events

RFQ Strategies Inc
July 2005 - Aug 2010

Consultant

- Worked on marketing plans, communications and branding for projects.
- Assisted Sales team with winning contracts to grow company
- Prepared and edited Request for Proposals, Request for Quotations and other procurement documents.
- Assisted with business and sales' meetings including organizing portfolios and coaching sales staff.

Sprint USA Inc
Oct 1999 – April 2005

Change Management Controller, Branch Administrator

- Provided administrative support to a team of account managers, sales' engineers and other members.
- Established a new Change Management department to handle multi-million dollar changes on the network.
- Solid understanding of IT and network environments including voice, data and transport as well as proprietary databases and programmes to produce mission-critical reports for senior management.
- Managed a major Business Transformation project for the executive team resulting in an entire area being outsourced successfully and dealing with post-decision issues such as risks and continuous improvement.
- As Chair of Health & Safety Committee, provided leadership including dealing with workplace accidents.

Frell and Hisk LTD

March 1988 – Oct 1998

Executive Assistant

- Provided divisional administrative/financial support including processing expenses and cost-improvement benefits.
- Worked closely with total Supply Chain, Merchandising, Marketing and Cost Control departments on all projects.
- Created Sales and Marketing programme to promote business partnerships between USA and Mexico.
- Developed marketing strategy to target potential markets which resulted in significant success in revenue.

Professional Membership

American Institute of Management, Massachusetts: AIM Institute 2015

Massachusetts Public Management Professional (MPMP): Massachusetts Training 2011

Education and Professional Development

Dealing with Aggression, Crisis De-Escalation, and Mental Health Awareness: BMMH 2014

Process Improvement Using Six Sigma (PMI) 2013

American Institute of Management (AIM) Exam: AIM Institute 2011

Government and Public Documents Certification (GPDC): Phoenix University 2006

Sourcing and Procuring Specialist Certificate: University of Boston College 2000

Basic Project Management: American Management Association 1999

Community Leadership

Parent Volunteer for Tech in Schools (Boston, MA) 2014

Advisory Council member for Teens on the Couch (Boston, MA) 2007

Community and Unity through Sports and Arts (Boston, MA) 2003

Treasurer of Boston Group of Parents (Boston, MA) 2001

