

MACI CUMMINGS

SENIOR ADMINISTRATIVE ASSISTANT

☎ (312) 555-0184 ✉ maci.cummings@example.com

🌐 [linkedin.com/example/macicummings](#) 📍 Chicago, IL 60614

STRENGTHS

- 📅 **Executive scheduling**
Rebuilt recurring Outlook routines around travel, deadlines, and preparation windows; leaders gained calmer calendars and clearer decisions.
- 👥 **Meeting coordination**
Quarterly reviews once felt scattered; structured agendas, facilities, technology, catering, and records created smoother leadership sessions.
- ♥ **Financial administration**
Reconciled purchase orders, invoices, receipts, and expenses with Finance; careful documentation kept approvals moving near monthly close.
- ✉ **Executive communication**
Prepared correspondence, briefing packets, reports, and statistics for senior leaders; polished materials became a trusted source for reviews.
- 👥 **Administrative leadership**
Coached newer coordinators on Outlook, meeting standards, expenses, and records; peers gained practical guidance during busy periods.

SKILLS

Calendar management

Microsoft Outlook Microsoft 365

Word Excel PowerPoint

SharePoint Purchase orders

Expense administration

Financial reconciliation

Executive correspondence

Meeting coordination

SUMMARY

Senior **Administrative Assistant** with nine years supporting vice presidents, senior directors, directors, marketing teams, and commercial leaders in fast-paced consumer products environments. Manages complex executive calendars, meeting planning, correspondence, purchase orders, expenses, records, reports, organizational charts, and confidential information with sound judgment. Advanced **Microsoft Outlook** and Microsoft 365 expertise supports clear scheduling, prepared leadership meetings, reliable reporting, and smooth hybrid office operations. Coordinates cross-functional partners, external agencies, vendors, and **senior administrative teams** while translating policies into practical workflows. Recognized for improving operating rhythms, protecting sensitive information, and coaching newer coordinators. Ready to support **Harbor Point Beverage Group's** marketing leaders with thoughtful service, dependable decision-making, and organized execution across brand portfolios.

EXPERIENCE

Senior Administrative Assistant, Marketing

Lakefront Consumer Brands 📅 January 2020 - Present 📍 Chicago, IL

Supports two vice presidents, three senior directors, and one director across brand marketing and commercial planning. Owns executive scheduling, leadership meetings, expense workflows, **records**, reporting, organizational charts, and coordinator coaching.

- Rebuilt Outlook calendar protocols for leadership meetings, travel blocks, deadlines, and time-zone changes, reducing scheduling conflicts.
- Coordinated quarterly business reviews and brand events for 75 attendees through agendas, facilities, technology checks, and follow-up.
- Opened and reconciled **purchase orders**, invoices, and **team expenses** through policy-aligned documentation for Finance review.
- Prepared executive correspondence, briefing packets, **statistics**, and operating **reports** with Word, Excel, PowerPoint, and SharePoint.
- Maintained department organization charts and operating guides, then coached coordinators on Outlook, expenses, and meeting standards.

Administrative Partner, Commercial Marketing

Northstar Wellness Products 📅 January 2019 - December 2019 📍 Chicago, IL

Supported one vice president and four directors during commercial planning across marketing, sales, insights, and agency partners. Managed calendars, travel, summits, expenses, reporting, correspondence, and searchable records with **discretion**.

- Managed high-volume Outlook calendars, travel changes, priorities, and action lists during confidential commercial planning cycles.
- Planned leadership summits and customer presentations through registration, room layouts, materials, technology support, and documentation.
- Processed **purchase orders** and expense reports, resolving receipt gaps and coding questions before monthly close.
- Consolidated department statistics and project updates into Excel trackers and PowerPoint reports for weekly leadership reviews.
- Drafted polished email, **telephone**, and written communications while maintaining searchable SharePoint records and approved templates.

Administrative Coordinator, Brand Operations

Crescent Food & Beverage Holdings 📅 January 2018 - December 2018 📍 Evanston, IL

Records management

Organizational charts

Policy communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Administrative Assistant, Marketing at Lakefront Consumer Brands (6.7 Years)

● Administrative Partner, Commercial Marketing at Northstar Wellness Products (11 Months)

● Administrative Coordinator, Brand Operations at Crescent Food & Beverage Holdings (11 Months)

● Administrative Assistant at Willow Creek Distribution Services (11 Months)

Coordinated administrative services for a six-person brand operations group supporting launches, promotions, and regional marketing programs. Managed calendars, meeting logistics, trackers, organizational records, correspondence, and operating procedures.

- Coordinated launch readiness meetings through agendas, attendee communication, presentation sequencing, room setup, and action tracking.
- Created Excel trackers for **purchase orders**, invoices, vendors, deadlines, and requests, improving visibility across open work.
- Updated organization charts, contact lists, meeting schedules, and standard operating procedures after department reorganization.
- Organized Outlook calendars by identifying scheduling dependencies and reserving preparation time for priority business reviews.
- Prepared management reports and correspondence, routing urgent requests with **discretion** around confidential business information.

Administrative Assistant

Willow Creek Distribution Services 📅 January 2017 - December 2017 📍 Oak Park, IL

Delivered daily administrative support for a fast-paced regional operations office serving marketing, sales, finance, and customer service stakeholders. Managed calendars, records, purchase order requests, reporting, vendors, and shared administrative resources.

- Maintained calendars, conference rooms, visitor schedules, and travel details for managers and visiting business partners.
- Prepared correspondence, meeting materials, status reports, and team communications using Outlook, Word, Excel, and PowerPoint.
- Coordinated purchase order requests, invoice documentation, office supplies, and vendor follow-up within established procedures.
- Compiled weekly activity statistics and open-request summaries, giving managers a consistent view of workload trends.
- Standardized shared-drive folders and meeting templates, making frequently used records easier for administrative coverage.

PROJECTS

Executive Meeting Operating Rhythm 📅 2024

Improved quarterly leadership meeting execution by aligning Outlook calendars, agendas, facilities, technology checks, catering, and follow-up records for marketing stakeholders.

Marketing Expense Visibility Tracker 📅 2023

Built a practical Excel workflow for purchase orders, invoices, receipts, vendor contacts, and approvals, giving leaders clearer financial status.

LEADERSHIP & AWARDS

- Administrative Excellence Award, Lakefront Consumer Brands, 2024
- Service Partnership Recognition, Northstar Wellness Products, 2019
- Dean's List, Northeastern Illinois University, 2015

EDUCATION

Bachelor of Arts in Business Administration

Northeastern Illinois University 🎓 GPA: 3.7 📅 2016 📍 Chicago, IL

Coursework: Business communication, financial accounting, management, organizational behavior, operations management

CERTIFICATIONS

- Microsoft Office Specialist: Microsoft 365 Apps 📅 2023
- Microsoft Outlook Advanced User Certificate 📅 2022

TECHNICAL SKILLS

- **Microsoft Applications:** Microsoft Outlook, Microsoft Word, Microsoft Excel
- **Microsoft 365:** Microsoft 365 Apps, Microsoft PowerPoint, Microsoft SharePoint

- **Calendar Systems:** Executive calendars, recurring meetings, time-zone scheduling
- **Financial Administration:** Purchase orders, invoices, expense reports
- **Reporting Tools:** Excel trackers, statistics, PowerPoint reports
- **Records Management:** SharePoint filing, controlled access, searchable records
- **Meeting Platforms:** Microsoft Teams, conference rooms, presentation technology
- **Communication Channels:** Email, telephone, written correspondence
- **Office Operations:** Vendor coordination, office supplies, visitor schedules
- **Administrative Methods:** Policy procedures, approval workflows, operating guides

PROFESSIONAL AFFILIATIONS

- Business Resource Group Events Volunteer, Lakefront Consumer Brands, 2022 - Present
- Administrative Professionals Peer Mentor, Chicago Area Business Network, 2021 - Present
- Northeastern Illinois University Alumni Career Volunteer, 2020 - Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST