

Maci Cummings

☎ (312) 555-0184

✉ maci.cummings@example.com

🌐 [linkedin.com/example/macicummings](https://www.linkedin.com/example/macicummings)

📍 Chicago, IL 60614

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

January 2020 - Present

Lakefront Consumer Brands

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

January 2019 - December 2019

Northstar Wellness Products

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

January 2018 - December 2018

Crescent Food & Beverage Holdings

Evanston, IL

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

January 2017 - December 2017

Willow Creek Distribution Services

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 2016
Northeastern Illinois University GPA: 3.7 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

SKILLS

- | | | | |
|-----------------------|-------------------|----------------------------|-------------------------|
| • Calendar management | • Excel | • Expense administration | • Records management |
| • Microsoft Outlook | • PowerPoint | • Financial reconciliation | • Organizational charts |
| • Microsoft 365 | • SharePoint | • Executive correspondence | • Policy communication |
| • Word | • Purchase orders | • Meeting coordination | |

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST