

Ginger J. Browning
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Professional Profile:

Dedicated professional personal executive assistant with 11 years experience assisting C-level executives. Proficient in all Microsoft Office Suites. Excellent written and oral communication along with a positive outlook & can do attitude. Punctual, professional and reliable with exceptional organizational and multi-tasking skills, in addition to a high level of confidentiality.

Dates Employed	Job Title	Company
06/2014 - 03/2016	Executive/Personal Assistant	American Residential Properties (ARPI)
06/2010 - 12/2013	Executive/Personal Assistant	Sidelines, Inc.
01/2008 - 11/2009	Executive/Personal Assistant	Barclay Group
11/2005 - 12/2007	Executive/Personal Assistant	National Developers
10/2002 - 11/2005	International Purchasing Manager	Sidelines, Inc.

Skill Synopsis

<ul style="list-style-type: none"> • Heavy international travel, value added tax expertise (VAT) 	<ul style="list-style-type: none"> • Private jet & extensive fixed based operator (FBO) knowledge 	<ul style="list-style-type: none"> • Coordinate worldwide complex travel arrangements, time zones, mapping out cities & traffic for meetings & conferences
<ul style="list-style-type: none"> • Prioritize, balance & manage multiple projects simultaneously 	<ul style="list-style-type: none"> • Executive support at all levels, anticipating needs & being 10 steps ahead 	<ul style="list-style-type: none"> • Worldwide country participation knowledge of six month validity rule
<ul style="list-style-type: none"> • Act as liaison & first point of contact to principal 	<ul style="list-style-type: none"> • Heavy calendaring for multiple executives with ever-changing schedules 	<ul style="list-style-type: none"> • Agenda, memo creation, report & last minute presentation updates/changes & routing materials accordingly for meetings/board meetings & global conferences
<ul style="list-style-type: none"> • Coordinate employee/personal events, off-site meetings, team-building events for both large and small groups. 	<ul style="list-style-type: none"> • Strong attention to detail, created a 3 way system so nothing falls through the cracks 	<ul style="list-style-type: none"> • Maintain extreme confidentiality
<ul style="list-style-type: none"> • Project management of multiple side projects/ventures for C-levels 	<ul style="list-style-type: none"> • Manage expense reports for multiple executives 	<ul style="list-style-type: none"> • Travel itinerary creation, cross examined down to the finest detail

WORK EXPERIENCE

- *Acted as a liaison and first point of contact between managers and the President, and between other departments.
- *Briefed senior staff on the President’s upcoming and past activities, meetings, and appointments on a regular basis.
- *Regularly briefed the President on upcoming activities and progress on tasks.
- *Provided comprehensive administrative support to President, staff & family members, responding quickly to ever changing priorities.
- *Prioritized, balanced and managed multiple projects simultaneously, all while maintaining strong attention to detail and following up on all issues in a timely manner.
- *Brought all important item(s) to the President's attention with complete discretion and confidentiality at all times, using judgment and discretion in determining the routing of such sensitive material if needed.
- *Prepared meeting materials, presentations, reports, internal and external communications, memos, agendas and meeting minutes.

- *Scheduled and coordinated conference calls, meetings, retreats and conferences for senior level staff.
- *Maintained files and records related to department activity, committees, and staff of highly sensitive and confidential nature.
- *Provided project management support to senior staff.
- *Functioned independently, making decisions and taking a leadership role in the absence of the President with regard to requests, deadlines, follow-up issues, etc.
- *Coordinated complex travel arrangements including both yacht and private aircraft, booking hotels, providing maps, directions, menus (hotel, local and 24 hour locations), along with airport VIP club locations with step by step directions to each, as well as setting up Fixed Based Operator (FBO) private red carpet pick up ground transportation, along with composing detailed itineraries for both domestic private travel & international commercial travel.
- *Heavy scheduling and calendar management for President's ever changing schedule, personal and business local and international appointments, conference calls, meetings and conferences.
- *Responsible for handling & organizing correspondence, including written, personal dossier and resume for public relation purposes, email and phone.
- *Managed all personal and corporate credit cards including the Centurion card.
- *Prepared and submitted expense reports for multiple executives.
- *Responsible for maintaining & syncing multiple IT devices.
- *Corporate and personal event coordination for both large and small-scale gatherings, both on and off-site.
- *Maintained general office functions by updating and maintaining databases and files, filing, faxing, copying, scanning etc.
- *Oversaw all broker classes, licensing and legal requirements for company.
- *Coordinated all conference calls, updated meeting minutes, and consolidated all company reports for business partners.
- *Oversaw all aspects of day to day living including domestic purchases, interior and exterior maintenance of all personal properties, package receiving and delivery, and personal errands.
- *Responsible for all aspects of corporate purchasing.
- *Oversaw all inventory functions.
- *Monitored all data entry, order tracking and delivery status.
- *Handled all verbal and electronic correspondence with overseas vendors.
- *Coordinated timely delivery of product shipments via communication with vendors, freight forwarders, and customs brokers.
- *Maintained lines of communication between warehouses and corporate offices.
- *Assisted in product design and development.
- *Created system of office forms, documents and procedures to streamline efficiency.
- *Created new order taking system that drastically decreased discrepancies and errors.
- *Took all incoming orders from clients.
- *Maintained filing system for all incoming and out going orders.
- *Controlled office supply inventory and made all purchases.
 - *Worked directly with the owners to plan and execute the overall management of the property.
- *Scheduled preventative maintenance for home and autos.
- *Created filing system for households including, receipts, warranties, technical specifications, manuals etc.
- *Responsible for all related financial matters including accounting, budgets, payroll, personnel management, the hiring, training, supervision, and ongoing management of staff, directing other staff members, who then carry out the hands-on duties required to meet the service needs of the household.
- *Screened and oversaw outside vendors, contractors, construction projects, maintenance of pools, and landscaping.

*Stocked and cared for wine cellar.

*Traveled ahead of employer to get a property ready for their arrival and brought the staff up to speed on any necessary changes or service requirements.

*Managed clothing, fine china, silver, crystal, artwork, antiques and packed for travel.

Education

Northern Arizona University - Bachelor of Science in Business Administration Computer

Information Systems -Flagstaff, AZ

08/1997 - 12/2001

Skills

C++, Outlook, skilled with all mobile and IT devices, home networks, syncing data devices, expert at internet research, Oracle, Microsoft Office Suite (trained in all versions of Word, Excel, PowerPoint and Publisher) Inventory Management, Cobal, Accounting Software (Quickbooks, Timberline and Peachtree), Java, All Social Media, General Office equipment, typing (50 words per minute).