

# LEA PAGLIUGHI

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Executive Assistant ▪ Operations ▪ Entrepreneur

## EXECUTIVE ASSISTANT

*Committed to driving exponential growth and business value through dynamic strategy, execution, relationship management, process optimization, and leadership.*

Administrative professional with 20+ years of experience delivering strategic leadership, influence and vision in building and transforming processes, elevating profits, and optimizing the office experience. Excel at cultivating, strengthening, and managing strategic partnerships with an excellent record of success, building partnerships with reputable vendors, and leading corporate strategic partnership programs. Leverages business acumen, tactical skills, and creative leadership in building, re-engineering, and optimizing operations, establishing effective processes and procedures that enable effective management of P&L, drive enhanced cost efficiency, and achieve continuous business growth.

*Meeting Logistic & Facilitation*

*Office Management*

*Travel, International & Domestic*

*Board of Trustees Monthly & Annual Meetings*

*Facility Repair & Maintenance*

*Payroll/Commission*

*Operations Management*

*Human Resource Knowledge*

*Disability, Unemployment & Workers Compensation*

*Project Management*

*MAC/PC Proficient Office*

*Workday*

*KRONOS, Oracle, Ariba, SAP, Concur*

*Customer Relationship Management*

*Google Suite*

## PROFESSIONAL EXPERIENCE

### **SOULMATES BOUTIKI, LLC • Online • 2018 to Present**

Founded in 2018, Soulmates Bouktiki, LLC is a rapidly growing trusted source for quality brand name and designer clothes online.

#### **President, Chief Operating Officer**

*Established retail fashion online store, catering to brand name and designer clothing, from the ground up.*

- *Increased brand awareness through marketing content and advertising campaigns.*
- *Set up LLC, PA tax and sales*
- *Website creation and maintenance*
- *Inventory systems set up*
- *Achieved sales and inventory goals for 2021 and 2022*

### **CYTO-SORBENTS • Princeton, NJ • 2015 to 2018**

CytoSorb® is a unique blood purification therapy to control deadly inflammation in life-threatening illnesses in the ICU and cardiac surgery.

#### **Executive Assistant – CEO, COO, CFO**

Executive Assistant to four C-level executives, daily operations of office. Contributed to the efficiency of business by providing personalized and timely support to the executive leadership. Provided support to the Board of Trustees, including calendar management, organizing meetings, coordinating travel arrangements and preparing expense reports.

- *Board of Directors liaison*
- *Office management*
- *Heavy domestic and international travel, heavy calendar coordination*
- *Conference exhibit coordination*
- *Property management project lead*
- *Purchasing*



- Expense reimbursement process
- FDA communications
- New hire paperwork (I-9 e-verify), employee engagement activities coordinator
- Project lead on cost saving initiatives (phone conversion PBX to VOIP, new copier/printer service, new office supply vendor, new travel process)
- Lead on office reconfiguration project

#### **SLEEPY'S • Robbinsville, NJ • 2008 to 2015**

##### **Executive Assistant – Divisional Vice President**

Assist the Divisional Vice President, Sales in all aspects of business including daily, weekly and monthly reports. Lead of five Executive Assistants; responsible for maintaining quality and deadlines of work produced, as well as training on all new initiatives; collecting and verifying work - mentor to new hires. Liaison between sales management and multiple departments; MIS, Payroll, Human Resource, Recruiting, Legal and Finance.

- Project lead on companywide initiatives - company alignments, systems integration, payroll processes, bonus programs, new scheduling process and system used by 1,400+ salesforce
- Rewrote the commission rules policy for the sales force
- Two new effective cost savings compensation programs
- Yearly appraisals for administrative staff, district and regional management
- Weekly payroll for District Managers; weekly and monthly bonus for Mattress Professionals and District Managers
- Oversaw volume reversal requests - transferring large amounts of volume & commissions between cash drawers and Mattress Professionals
- Development of commission adjustment process; collaboration with salesforce.com developers, training department and field management to facilitate rollout for company-wide process to streamline the commission adjustment submission and completion process

#### **HOME DEPOT EXPO DC • Monroe, NJ • 2006 to 2008**

##### **Administrative Assistant – Sr. Manager of Logistics**

Assisted the Sr. Manager of Logistics, Facility Manager and Assistant Managers in daily operations. daily management of associate time and attendance issues and all Kronos related reports

- Human Resource related activities including LOA, and temporary associate interview, hiring, terminations and IQ Navigator billing
- Financial operations monitoring, supply ordering, P-card SOP compliance, G/L and P/L reconciliation
- Daily productivity calculation, invoice processing, and compiled and reported weekly facility metrics to Atlanta for company wide distribution
- Executor of the facility Associate Fund; company SOP regarding fund raising and spending, balancing checking account, facilitating monthly meetings, deciding yearly holiday gifts for associates
- Organization of all meetings; materials, scheduling, logistics, hotel/travel arrangements, meals and entertainment for monthly associate meetings, quarterly Sr. Manager's meeting, town hall meetings, Regional Operations Manager's meetings, weekly management meetings and visits from Atlanta SSC Sr. Management
- Repair and maintenance of phone, security, fire and computer systems, coordination of facility upgrades and construction; including painting and carpet project for main office and call center

**Replaced by two EA's & an  
Office Manager when I left  
CytoSorbents**

**20k saving for Annual  
Retreat**

**Led team of 5 Executive  
Assistants**

**PRONJ • East Brunswick, NJ • 2003 to 2005**

***Administrative Assistant – Director of Administration, CEO, COO, CFO***

*Position required support of the Executive Management team, Director of Administration, Executive Committee and Board of Trustees in all essential functions.*

- *Organization of monthly Executive Committee and Board of Trustees meetings; logistics, materials, meals, and compilation and dissemination of meeting minutes.*
- *Organized two annual Executive Committee retreats; logistics, hotel contract, group airfare, budget analysis of projected costs, local transportation, meal and entertainment, final dinner event coordination and all personal and professional needs on site; completed 20k under budget.*
- *Directed daily support of the CEO, COO and CFO; correspondence, travel, scheduling meetings, maintaining calendars, filing project tracking and general office needs.*
- *Organized the company travel process and arranged travel for all company personnel.*

**EDUCATION & CREDENTIALS**

**EAST BRUNSWICK HIGH SCHOOL – GENERAL STUDIES DIPLOMA**

***New Horizons – Excel level 2 2004***

***New Horizons – Excel level 3 2011***

**PERSONAL SKILLS**

*Organized – Leadership – Technologically Driven – Networking – Loyal – Time Management – Independent – Team Player – Adaptable – Anticipatory – Curious – Ambitious – Can Prioritize – Reliable*