



CARILYN MOISAN

41 years old

EXECUTIVE ASSISTANT

PROFILE INFO

Talented, self-reliant, discreet, and proven Executive Assistant with 15+ years' successful track record in providing high-level, professional, administrative support to all levels of Executives. Known as a passionate, professional, resourceful, and trustworthy person who is willing to accept new challenges and brings humor at just the right time.

WORK EXPERIENCE

PEARL INTERACTIVE NETWORK EXECUTIVE ASSISTANT | 10/2015 - PRESENT

- Implemented company's first travel program
- Managed implementation of CRMs
- Authored, designed, and published all CEO internal publications and press releases
- Supported the CEO and Sr. Leadership team including complex calendaring
- Developed and maintained databases
- Supported employee engagement activities
- Heavy note-taking and action item follow up

LEGRAND NORTH AMERICA | 09/2011 - 11/2013 EXECUTIVE ASSISTANT

- Supported the President/CEO, Chief Financial Officer, VP of Public Affairs, and the Chief Marketing Officer in day-to-day needs, calendaring, complex international travel, meeting preparation, research, and gatekeeping.
- Organized and facilitated international events including travel, facility, entertainment

DYMAX CORPORATION | 08/2009 - 09/2011 EXECUTIVE ASSISTANT

- Supported the CEO and Board of Directors
- Managed 4 administrative assistants
- Developed tracking and organization of corporate records and legal documents
- Developed and managed employee wellness program

EDUCATION

Kaplan University
ASSOCIATES DEGREE
2007

Post University
BACHELOR'S DEGREE
IN PROGRESS

CONTACT

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SKILLS SUMMARY

- MICROSOFT WORD, EXCEL, OUTLOOK, POWERPOINT
- SLACK, TEAMS, SALESFORCE, INSIGHTLY, ZOOM, CONCUR, TRIPACTIONS, GMAIL
- COMPLEX CALENDAR AND EMAIL MANAGEMENT
- TRAVEL MANAGEMENT
- DATABASE DEVELOPMENT
- CONTENT WRITING AND EDITING
- PRIORITIZATION, ORGANIZATION, TIME MANAGEMENT, SYSTEM AND PROCESS MANAGEMENT, STRATEGIC AND CRITICAL THINKING, RESOURCEFULNESS, MANAGING UP, MULT-TASKING, ATTENTION TO DETAIL

REFERENCES

AVAILABLE UPON REQUEST