

Nina Lemonnier



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NEW JERSEY, USA

Education

SAINT PETERS UNIVERSITY

2007 - 2012

Bachelor's in Mass Media Communications

GENERAL ASSEMBLY

2019

Completion of Product Management certification.

Work Experience

WEWORK: EXECUTIVE ASSISTANT

October 2018 – April 2020

Support to Andy Palmer VP of Product, John Ahn VP of Engineering & Dina Berrada, VP of Product

- Assisted with team building initiatives & overall support of for maintenance of organizational culture & employee moral
- Interfaced with colleagues and fellow executives to forecast for major deadlines and projects
- Booked and organized domestic and overseas travel
- Handled complex calendars and regularly conducts meeting audits to optimize time
- Created expense reports and purchase orders for vendors and consultants
- Planned Executive Leadership offsites domestically
- Built trust with executives and internal / external stakeholders of all levels.
- Demonstrated strong project management skills to guide initiatives to completion
- Worked across four cross-functional teams to codify best practices to bring new learnings and adequately address challenges
- Acted as the sounding board and thought partner to help executives think through missions and put a strategy in place.

WEBERSHANDWICK: ADMIN/ACCOUNT COORDINATOR

January 2015 – October 2018

Support to SVP of Tech Practice, SVP of Media Relations Team, SVP of Consumer Practice

- Coordinated domestic and international travel
- Assisted with event logistics and coordination of product press kits
- Helped build influencer relations and media partnerships
- Created pitched, conducted market research and media audits
- Established and tracked departmental budgets across projects in conjunction with team leads
- Organized, facilitated & evolved weekly leadership meetings to encourage productive dialogue & discussion.
- Executed deliverables with a hands-on approach including drafting correspondence from the SVP & other tasks that facilitate the ability to effectively execute top priorities.
- Supported in strategy execution by creating agendas, materials & logistics for monthly cross-functional meetings & quarterly strategic planning off-sites,
- Meet regularly with team leads to develop & track progress against goals, & flagging projects or goals requiring resources and attention.
- Handled internal team communications and practice wide announcements.
- Conducted research to prepare and proof briefing materials, agendas and decks for meetings
- Provided communications support in drafting reports, presentations, pitches, board newsletters, & staff

WUNDERMAN: ADMINISTRATIVE ASSISTANT

April 2013 – January 2015

Support to SVP Group account director of the United Airlines team Backup support to Executive admins in HR, Strategy & Creative

- Assisted executives with company expense reports
- Drafted and proofread internal announcements and companywide initiatives
- Led Client coordination and travel for sales team
- Handled daily office maintenance & company memos
- Oversaw schedules of sales team & coordination for a wide variety of projects