

# LESLIE CROFT MARTINEZ

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## SUMMARY

- Project management
- Compose communications
- Office management
- Budget oversight
- Meeting & event planning
- Research & report preparation
- Calendaring & Travel arrangements
- Inventory management
- Policy & procedure development
- Business development
- Customer service
- Benefits administration
- File & records management
- Bookkeeping & Payroll
- Staff development & Training

Executive Assistant who provides exemplary administrative support to the office team through outstanding organizational and interpersonal skills. A dependable team member who excels in resolving challenges and demonstrates thorough and timely project management skills in order to increase efficiencies and impact the bottom line. A forward thinker whose diverse business experience provides a breadth and depth of knowledge.

## PROFESSIONAL EXPERIENCE

### Reasoning Mind

2013-2018

#### Executive Assistant

- Executive Assistant to the CEO/President, CPO, CFO, Senior V.P. of Art and Design, and V.P. of Operations
- Maintain calendars and schedule meetings
- Manage emails
- Assist Chief of Staff as Board of Trustees liaison
- Compile monthly Board reports
- Prepare monthly expense reports
- Arrange domestic and international travel and visa application
- Purchase goods and services
- Coordinate web conferencing
- Oversee FedEx and USPS shipping
- Assist with office events
- Resolve facility issues with building maintenance
- Publish monthly electronic employee newsletter
- Support receptionist duties as needed

### Verde Realty

2012-2013

#### Executive Assistant / Office Manager

- Administrative Assistant to the V.P. of Human Resources / Shareholder Relations and the Chief Accounting Officer
- Maintained calendars and scheduling
- Prepared monthly expense reports
- Answered phones and greet visitors
- Arranged domestic travel
- Act as a liaison between the Executive staff and administrative support staff
- Troubleshoot office equipment including phones, printers, scanners, fax machines, postage meter, and photocopiers
- Coordinated and resolved facility issues with building management
- Oversaw deliveries with UPS
- Monitored inventory in the supply rooms and kitchens ordering when needed

- Approved accounts payable for Facilities
- Function as point of contact for vendors and the building management office
- Oversaw office setup for new hire and instruct facility and benefit orientation
- Monitored the office for cleanliness and safety
- Organized company events

## **Balfour Beatty Construction (formerly SpawMaxwell Company)**

**1999-2011**

### **HR Generalist (2007-2011)**

Successfully executed all phases of employee life cycle.

- Composed monthly employee newsletter
- Recruited at job fairs
- Processed new hire paperwork
- Drafted HR and Training & Education budgets
- Managed new hire onboarding
- Communicated with employees on HR related questions
- Created and posted job openings
- Coordinated employee recognition events

### **HR Coordinator (2000-2007)**

Provided administrative support to V.P. of Human Resources and HR / Training & Education departments.

- Coordinated room setup and meals for Training and Education classes
- Created and published Training and Education curriculum guide
- Recorded employee attendance in Training and Education database
- Collected and accounted for all employee forms
- Maintained and audited personnel files
- Administered benefits including weekly 401(k) deposits
- Reconciled monthly carrier statements and approved payment
- Processed salary changes and benefit deductions in payroll software
- Worked closely with insurance broker and benefit carriers
- Planned and executed Employee Appreciation events

### **Executive Assistant (1999-2002)**

Served as the Executive Assistant to the CEO.

- Coordinated monthly board meetings and company meetings
- Interfaced with internal and external customers
- Screened phone calls
- Typed letters and emails
- Scheduled domestic travel
- Organized files and created a company library

## **CRITICAL SKILLS**

MS Outlook  
MS Word  
MS Excel  
MS PowerPoint  
MS Publisher  
SalesForce

Google Drive and Docs  
GoToMeeting  
Sage Timberline (Payroll)  
QuickBooks  
Notary

## **EDUCATION**

Bachelor of Arts in Business Administration, Trinity University – San Antonio