**Regina Sanchez**

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**Executive Assistant**

Polished and highly skilled executive assistant dedicated to supporting high-level executives and their teams, Demonstrate the ability to manage multiple projects simultaneously and switch focus to address situational needs. Noted for stepping outside of initial job scope to assume additional responsibilities to support department goals. Equally strong in planning and coordinating logistics for travel, special events, conferences, and team building for senior leaders and staff.

**Proficiencies:**

Administrative Support | Calendar Management | Cross-Functional Collaboration | Project Management

Process Improvement | Event Planning & Coordination | Expense Reporting | Travel Planning | Catering | Logistics MS Office | Global One | Workday | Skype | Adobe Photoshop | Confluence | Slack | SharePoint | Teamsites

**Professional Experience**

CAPITAL ONE 2014-2017

***Administrative Assistant***

Provide high-level support to senior level Directors to maintain continuity of department workflow and maximize business priorities. Navigate through complex calendaring for multiple executives and made adjustments to accommodate changing agendas.

* Coordinated both international and domestic travel arrangements including flights, ground transportation, hotel bookings, monitored agenda changes, and processed expenses reports.
* Coordinated meetings with partners, investors, existing clients and potential clients from Fortune 500 companies to include logistics, room set-up, catering, and AV support.

***Significant Contributions:***

* Hand selected to step in and support an under-staffed area involving 7 directors and 100+ staff associates.
* Managed office relocation project, planned out in 2 separate phases to reposition 120+ staff into new space.
* Enriched working conditions by upgrading office workstations to ergonomic standing desks and converted unusable workspace into break rooms for meetings and stand-ups.
* Facilitated a multi-site “town hall” video conference for 500+ attendees.
* Asked to assume on-boarding facilitator and orientation lead for newly hired staff.

PROACTIVE CHIROPRACTIC 2014

***Office Manager / Administrative Assistant***

Managed operations of highly trafficked office to optimize workflows and coordinated daily activities to ensure a smooth-running workplace. Supported accounting efforts by processing payments, preparing bank deposits, maintaining A/R and A/P accounts, sending patient statements, and handling collections.

* Served as initial point of contact for visiting patients, alerted medical staff upon arrival for patient check-in, pulled medical charts, and verified patient and insurance information.
* Maintained internal database and ensured integrity of information by verifying accuracy of data entered.
* Monitored inventory and prepared purchase orders to replenish both medical and office supplies.

***Significant Contributions:***

* Reduced patient in-take time by creating a digital intake form for new patients.
* Re-designed in-office marketing displays improving patient engagement and increased sales of products.
* Created documentation and workbooks to ensure business was in full compliance with HIPPA policies.

40-RADIO 2012-2013

***Administrative Assistant***

Assisted with set-up and representation of radio station during on-site appearances and special events. Presented a positive first impression to potential business partners and guests. Supported the development and execution of creative ways to increase public awareness of the station.

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* Maintained client project files and personnel records.

**Other Related Employment**

BP GROUP 2010-2012

***Office Assistant***

Provided administrative support in the daily operations of busy medical office by verifying patient information and benefit eligibility for billing purposes. Utilized Quickbooks to manage office finances and product inventories, ran reports, and verified records for accuracy.

REGUS OFFICES 2006-2010

***Administrative Assistant***

Fielded inbound communication and multi-line phone conferencing system for both in-house and virtual clients. Managed meeting room booking system, mail services, office inventory, and billing for 50+ clients. Maintained IT telecom services and rapidly resolved any technical issues to decrease disruption in services.

**Education**

ACADEMY OF ART UNIVERSITY, San Francisco, CA

***Coursework in Fine Arts***

**Community Involvement**

CHILDREN’S CREATIVY MUSEUM; Volunteer

SAVE THE BAY; Wetland Restoration Volunteer

GLIDE RESOURCE PROGRAM; Volunteer