

Holly Becht

Executive Assistant

hollybecht@gmail.com
(330) 421-3980
545 W. Smith Rd.
Medina, OH, 44256

A self-starter and versatile professional with extensive experience in providing administrative, executive, and business support to senior management in a physical office as well as remotely. Skilled in managing company documents and improving internal communication. Well-established ability to arrange travel, manage diaries, schedule meetings / events, and create comprehensive management reports. Experienced in overseeing diverse projects from inception to completion in a challenging and deadline-driven environment. Exceptional in prioritizing tasks as per nature of urgency, while collaborating with different stakeholders. Quickly adapts to new situations and software applications through sharp intuition, attention to detail, and teamwork. Demonstrates strong analytical, problem-solving, critical thinking, and multi-tasking skills, combined with the talent to effectively communicate with diverse client populations. Technically proficient in MS Office, Word Press, One Drive, SharePoint, QuickBooks and Peachtree.

Areas of Expertise

- ◆ Executive Support
- ◆ Reports Management
- ◆ Administrative Support
- ◆ Payroll Administration
- ◆ Travel Management
- ◆ Records Management
- ◆ Relationship Management
- ◆ Scheduling
- ◆ Time Management
- ◆ Event Management
- ◆ Account Payables / Receivables
- ◆ Task Planning
- ◆ Documentation & Control
- ◆ Business Support
- ◆ Project Management

Professional Experience

M.C. Real Estate, Medina, Ohio
REALTOR®

2021 – Present

Respond and work closely with my clients to understand their needs and preferences, identifying suitable properties, negotiating, and finalizing contracts and provide guidance and advice throughout the real estate process. Schedule and conduct Client property visits, inspections and work with all parties involved to ensure a smooth and successful transaction.

Providence Healthcare Management, Beachwood, Ohio
Executive Assistant to the Chief Executive Officer

2018 – 2021

Deliver proactive support to CEO in business and personal investments, while managing correspondence on a daily basis. Facilitate the acquisition process of new facilities and divest subsidiaries managed by Providence by preparing and managing documentation. Ensure updated business records by timely applying and maintaining company licenses for each facility. Engage in updating company CMS-855's for Medicare Providers in acquiring / divesting facilities. Provide support for HUD refinancing for the facilities. Organize and oversee management meetings and training for companywide events. Book travel for CEO and other company staff, while maintaining American Express and Verizon phone accounts for all employees.

- Contributed to improving audience focus by developing dynamic information slides for executive meetings.
- Efficiently managed personal / CEO calendar to ensure better communication and timely responses.
- Succeeded in saving \$10k a month by competently preparing an audit of company email accounts, previously housed with outside Tech Company.

Tradesmen International / Wesley Holdings, Macedonia, Ohio
Executive Assistant to the Chief Executive Officer

2015 – 2017

Managed communications on behalf of CEO and provided support to the CEO in different business and personal matters. Carried out several accounting tasks, such as accounts receivable / payable management, payroll processing, and account reconciliation. Supervised on-site Café to ensure seamless workflow.

- Administered several projects, including the opening of family office, healthy start programs, and excellence workshops from inception to completion.
- Backed the implementation of new policies by preparing and running system reports for CEO analysis.
- Enhanced effectiveness by proficiently managing calendar and responding to emails timely.

Educational Interpreter, Full Time

Assisted Deaf and Hard of Hearing children in K12 educational settings by providing interpretive services aimed at obtaining equal opportunities as of the peers.

- Offered volunteer services for Help Me Grow Programs.
- Supported students and staff in integrating sign language into different school programs by professionally teaching ASL.

Additional Experience

Owner, Don't Forget the List

Executive Assistant | Customer Service Department | New Business / Sales Department | Marketing Department,
Lead Generating Systems – 2005 - 2014

Education & Credentials

Associate of Applied Science in Deaf Interpretive Services

Cuyahoga Community College, Parma, Ohio

Graduated Cum Laude | Tri-C ASL Club, Member in Good Standing | Educational Practicum Experience: High School Academics and Football | Community Practicum Experience: Theatre; The Heard

License in Real Estate

Hondros College, Columbus, Ohio

Certificate in Project Management

Lakeland Community College, Kirtland, Ohio

Certificate in Communications and Television and Radio Production

The Ohio Center for Broadcasting, Independence, Ohio

Volunteer Experience

Member of Medina County Board of Realtors and National Association of Realtors

- ◆ Housing Opportunity Community Outreach Committee
- ◆ Program Committee
- ◆ Legislative Committee
- ◆ Nominee for Tomorrow's Leader Today in 2022

Member of Main Street Medina

- ◆ Program Committee
- ◆ Social Media Committee

Local Officer of the Society for Creative Anachronisms

- ◆ Received an Award of Arms for service