

Trenitta Price

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PROFESSIONAL EXPERIENCE

United Talent Agency, Beverly Hills, CA — Executive Assistant (contract)

06/2023 - current

- Support the Global Chief Communications Officer of Corporate Communications
- Maintain and organize the executive's calendar, scheduling appointments, meetings, conferences, and other events
- Prioritize and manage conflicting demands on the executive's time, ensuring they are well-prepared for each engagement
- Act as the primary point of contact for internal and external inquiries addressed to the executive
- Draft and proofread emails, letters, reports, and other documents on behalf of the executive
- Manage incoming calls and messages, prioritizing and relaying information as required
- Plan and organize domestic and international travel for the executive, including flights, accommodations, and transportation
- Prepare detailed itineraries and ensure the executive's travel arrangements run smoothly
- Assist the executive in managing various projects by coordinating deadlines, tracking progress, and providing necessary support
- Build and maintain positive relationships with key stakeholders, including clients, partners, and other executives
- Assist in organizing and coordinating company events, conferences, and other functions
- Conduct research on specific topics, as requested by the executive, to provide relevant and timely information

NBCUniversal, Remote — Executive Assistant (contract)

07/2022 - 05/2023

- Supported 6 Vice Presidents across NBCUniversal and Peacock
- Proactively managed/coordinated daily schedule/calendar, contacts, travel arrangements, meetings (internal and external), conferences, and seminars
- Scheduled numerous meetings; maintained and updated calendar; determined the importance of meeting requests and scheduled accordingly
- Arranged travel and all accommodations including comprehensive and detailed itineraries
- Processed reimbursement and expense reports in accordance with established policy guidelines; track expenses and followed-up in a timely manner
- Provided a bridge for smooth communication; demonstrated leadership to maintain credibility, trust and support with senior management staff
- Coordinated on-boarding and off-boarding employees and consultants, including hardware installation request/repair, space planning, etc.

Warner Bros. Discovery, Remote — Executive Assistant to the SVP of eCommerce, the VP of North America Marketing, and the VP of eCommerce (contract)

02/2022 - 06/2022

- Supported 3 executives with day-to-day matters including preparing, organizing communications, and complex calendar management
- Scheduled domestic/international travel with complex itinerary details via Concur
- Spearheaded interactions with senior management and the key executive teams for follow-up on special projects and initiatives
- Proactively managed and prioritized access to the Vice Presidents
- Collaborated with other Executive Assistants in a team environment for constant coverage of the VPs/SVP/GM
- Submitted, tracked, and managed departmental expense reports and office purchases via Concur, SRM, SAP, PO, Company Amex cards, PCards, Corporate Gifts & Office Supplies

Golden State Warriors, San Francisco, CA — Executive Assistant to the Chief Marketing Operator and the EVP of Ticket Sales & Service

01/2020 - 10/2021

- Provided a range of complex administrative support to 2 senior-level executives in an organized and forward-thinking manner in a fast-paced environment
- Assisted in the preparation of materials for executive leadership meetings, board meetings, budget meetings, audit reviews, etc.
- Rigorously maintained complex and dynamic daily schedules
- Handled travel arrangements and executives' broad travel needs; assist in the processing of expense reports on a monthly basis
- Coordinated logistics for internal and external events, meetings, and presentations
- Participated in meetings, took notes and distributed information to relevant stakeholders
- Performed department coordination duties that are often highly confidential; coordinate review of information requiring executives' signature

Warner Bros. Games, San Francisco, CA — Administrative Assistant (contract)

06/2019 - 01/2020

- Provided administrative support to VP, Mobile Publishing & Analytics and VP, Mobile GameProduction (Asia), as well as managed all mobile publishing department needs
- Supported HR recruiters by acting as a point of contact for candidates; scheduling all on-site and phone interviews, coordinating candidate travel and hotel arrangements
- Hosted candidates onsite ensuring that the candidate had a great experience; covered candidate studio tour, greets and walkouts
- Prepared new hire offer letters, orientation packets, and assisted with new employees' day-one experience including meet and greets, and facilitating new hire orientations
- Oversaw general office management including restocking supplies, facilities requests, food delivery orders, shipping and mail distribution for over 130 employees

Moss Adams, San Francisco, CA — Administrative Assistant (contract)

02/2019 - 06/2019

- Managed the calendar and travel logistics for two executives and provided expense reports to finance
- Operated within budget while scheduling and coordinating all meetings, conferences, and special events
- Transcribed minutes, composed correspondence, developed agendas, and sat in on team meetings; preparing and distributing full reports

Dealey Renton & Associates, Oakland, CA — Administrative Assistant

05/2016 - 11/2018

- Handled all travel arrangements and accompanied senior management to off site meetings to ensure meeting logistics were efficiently executed
- Coordinated recruiting events, scheduled interviews, and arranged candidate travel
- Screened phone calls, facilitated client communication to the appropriate staff, and followed up with policyholders

EDUCATION

***Sacramento State University* | 2012**