

THOMAS CLARK

Address • Phone Number • Email Address

Focus of Interest: **EXECUTIVE ASSISTANT**

Self-motivated, focused, and highly organized professional equipped with in-depth knowledge in providing administrative support. Skilled in performing needs assessments, gathering appropriate documents to assess efficiency, and analyzing processes and procedures. Proven capability in working within fast-paced, highly stressed situations with emerging and multiple responsibilities. Demonstrate excellent verbal and written communication skills; accurately perform challenging tasks with precision and attention to detail. Utilize strategic thinking, innovative problem solving skills to bring forth outstanding results. Possess proven expertise in working with individuals at all levels.

TECHNICAL PROFICIENCY

Microsoft Outlook, Excel, Microsoft Word, PowerPoint, QuickBooks, Paychex, ADP Payroll System, Advantage Payroll System, Microsoft Forecaster, Tickets.com Ticketing System

PROFESSIONAL EXPERIENCE

San Francisco, CA

Administrative Assistant to Russ Stanley

AUG 2007-PRESENT

Managing Vice President of Ticket Services and Client Relations

SAN FRANCISCO GIANTS BASEBALL ORGANIZATION

Key Accomplishments:

- Managed ordering of Giants and other MLB team game tickets for team owners, players, and celebrities
- Created and maintained the spring training and regular season baseball schedule for the Giants annually
- Efficiently facilitated all board and committee meetings for the Ticket Services / Client Relations Department
- Administered yearly budget for the department using Microsoft Forecaster and spreadsheets
- Coordinated special events department, airline and hotel travel arrangements, all letters, memos, and correspondence
- Prepared yearly incentives, check requests, expense reports, and PowerPoint presentations; held responsible for daily calendar management
- Performed administrative duties including preparation of incoming and outgoing mailings, answering all phone calls for the Vice President, and filing system maintenance
- Efficiently handled all mailing, office, and kitchen supplies for the department
- Oversaw and maintained postage, copier, and fax machine equipment for department
- Monitored vacations for the department and handled private as well as personal business for the Vice President

San Francisco, CA

Executive Assistant to PRESTON MARTIN

JAN 2006-JUNE 2007

FORMER VICE CHAIRMAN OF THE FEDERAL RESERVE BOARD OF GOVERNORS

Key Accomplishments:

- Organized television and radio interviews including Your World with Neil Cavuto, Closing Bell with Maria Bartiromo, and Bloomberg News
- Developed and distributed publicity DVDs including FOX, CNBC, Bloomberg News, CNN, CBS, Speak, Inc. Business and personal

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- Facilitated Executive Board and Audit Committee meetings; monitored and ensured payment of all business and personal bills
- Utilized QuickBooks in bookkeeping and performed all accounts payable and receivable tasks
- Rendered assistance to accountant with documents for tax preparation
- Created and processed expense reports

THE BOHEMIAN CLUB ▪ San Francisco, CA

Senior Front Office Agent

APR 2002-JAN 2009

Key Accomplishments:

- Maintained the highest standards of excellence for the prestigious club membership
- Established and maintained productive relationships with VIP clients; managed transportation for members and guests
- Provided timely response to all questions and developed viable solutions to concerns

THE BOHEMIAN CLUB ▪ San Francisco, CA

Payroll Assistant

MAY 2004-FEB 2005

Key Accomplishments:

- Effectively utilized the ADP Payroll System; calculated and distributed hourly payroll in a weekly basis
- Proactively involved in data entry of bi-weekly salaried payroll to ADP
- Calculated and distributed vacation and PTO paychecks to employees

OTHER EXPERIENCE

Angstrom Services, Inc. ▪ Redwood, CA

Co-Founder / Sales Associate

1999-2002

Mellon Bank ▪ Pittsburgh, PA

Bank Card Fraud Specialist

1994-1996

PJAX Trucking Company ▪ Pittsburgh, PA

Customer Service Representative

1992-1994

Eastern Airlines ▪ New York, NY

Senior Flight Attendant

1989-1991

EDUCATION

MAJOR IN BUSINESS

University of Pittsburgh ▪ Pittsburgh, PA