**[Executive Assistant & Office Manager](https://www.postjobfree.com/resume/ad1a5q/executive-assistant-office-queens-ny)**

**Location:**Queens, NY

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**Resume:**

W I L L I A M D O B B I N S, IV

Office Manager/Executive Assistant

Mobile: (646) 384-3557 E-Mail: William.Dobbins.IV@gmail.com LinkedIn Profile: https://www.linkedin.com/in/william-dobbins-iv/ Technical Skills: Expert in MS Word, Excel, PowerPoint, Outlook (scoring 100%) Google Suite, Concur, Slack; knowledge of Mac, Salesforce; Typing 55 wpm website updating, marketing presentations, CRM databases Anthony Taccetta Event Design – New York, NY

Project Manager / Event Planner

Oversaw event timeline and office projects for busy Event Planning company that produced both private parties and corporate galas

Researched and planned operational system upgrades for Outlook and Project Management databases, updated company website

Categorized and linked Outlook Contacts for easy marketing, client & vendor reference; formatted email blasts in Mailchimp

Procured services and furnishings for events through various vendors, received and stored shipments for each event

Explored insurance options, offering savings of thousands yearly, for General Liability & Worker’s Comp; created Vendor COI list

Reviewed contracts and offered content to ensure company protection in regard to coronavirus cancellation issues and liabilities

Researched and found potential new office location, offering savings of $10K annually to yearly expenses

Gathered and reconciled all receipts for 5 months of event expenditures, ensuring clear accounting against costly audits

Managed candidate search for Business Development Rep for new business, reviewed resumes and responses, scheduled interviews Third Bridge, LLC – New York, NY

Executive Assistant – Marketing & Sales Dept. (Contractor)

Supported Executive Team of up to 5 busy globetrotting professionals at this Financial networking facilitation company, focusing deep administration to the Managing Director of Europe & the Americas, Mr. Mergen Davaapil

Managed busy calendars, meeting planning and worldwide travel arrangements, including visa and passport compliance

Reconciled all work-related and travel expenses for 3 executives, submitting accurate and timely reporting

Assisted HR with executive candidate interviews with our top staff, planning candidate hotel stays and accounting related expenses

Oversaw personal travel and expenses, scheduling, dinner planning and alumni mentoring events Freshfields Bruckhaus Deringer LLP – New York, NY

Project Manager / Deployment Coordinator (Contractor)

Administrative planning and scheduling of systems migration of Windows 10 computer upgrades for this London-based law firm’s New York and Washington, D.C. offices

Creation of daily Build & Deployment Checklists for IT Technicians to guide each deployment of system updates and applications

Sending incrementally timed notifications to users regarding the scheduled date of deployment, preparation of back-up files and links to user training, while coordinating and consulting with IT Technicians for each user’s migration

Anticipating and managing all changes in project due to upcoming case trials, software application issues, programming change delays, while mitigating factors of inventory, staffing needs and deadlines - successfully completing all migrations on time and under budget

Reporting daily to London headquarters regarding all deployments, reasons for deferments and discussing all technical issues Evercore Inc. – New York, NY

Executive Assistant - Marketing (Contractor)

Assisted the Activism Team, the most profitable and successful division of this multi-billion dollar financial services banking and advisory firm, with daily calendar scheduling, multi-tiered international travel planning, and complex expenses for 1 Senior Managing Director and 2 Managing Directors, and their team of Analysts, freeing them to focus on business rescue for global firms

Covered the desk for the firm’s Founder and Senior Chairman, Roger Altman, managing phone calls, detailed calendar scheduling, international travel and high-profile event planning

Processed Concur expense reporting for 20 Analysts on behalf of a colleague out on medical leave, to alleviate a backlog Stifel Financial – New York, NY

Executive Assistant – Marketing & Client Development (Contractor)

Managed the firm’s top-ranking Senior Managing Director’s busy professional life via two e-mail platforms, global travel planning, Concur expenses, and client meeting/teleconference coordination, within the Investment Banking, Capital Markets division

Coordinated priority of client meeting requests, action items, personal event planning, philanthropy commitments and board duties

Assisted team of four direct reports, from Managing Director to Analyst, with weekly nationwide travel, expenses and client events

Education: Pennsylvania State University, Bachelor of Fine Arts degree Study with University of London, U.K. – “Drama in Britain” graduate-level summer program Community: Participation in annual local marathon, “Homeless Children’s Playtime Project”