

Dawn Susko

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225 West 2nd Ave.
Columbus, Ohio 43201

614-440-8050

SKILLS

Superior telephone, customer service, and computer skills with proficiency in MS Word, Excel, Advanced PowerPoint, Lotus Notes, Outlook, Groupwise, OrgPlus 7, Flowcharter, Snap Graphics, Corel Draw 8 and Adobe Creative Suite 3.

EXPERIENCE

NATIONWIDE INSURANCE, Columbus, Ohio

October, 2009 – Present

Executive Assistant (*Contractor October, 2008 – January, 2009*)

- Support the AVP, Chief Financial Officer
- Assist the Executive's direct reports
- Manage Executive's email and calendar
- Process Executive's expense reports
- Schedule department meetings
- Assist with planning and coordination of department offsite meetings
- Coordinate Executive's travel and accommodations
- Order and manage stock of recognition awards

PACER GLOBAL LOGISTICS (*formerly Rail Van*), Dublin, Ohio

May, 2002 – June, 2008

Marketing Specialist (October, 2006 – June, 2008)

- Coordinate and manage new logo branding.
- Create and maintain the Standards and Usage Guide for regulating use of the logo.
- Order and maintain stock of business forms such as letterhead, envelopes, fax cover sheets, mailing labels and logo stationary.
- Order business cards for all employees nationwide.
- Build specific customer presentations for sales force and executives.
- Create and maintain company store for purchasing logo merchandise both online and in-house.
- Distribute logo merchandise to salesman or their customers upon request.
- Oversee and approve distribution of any item, collateral or informational, that displays company logo.
- Show booth administration.
- Create and maintain customer mailing list over all business units.

Executive Assistant (May, 2002 – October, 2006)

- Report directly to the President of Highway Services, while also assisting 7 other executives.
- Assist all of the President's direct reports based locally and nationally.
- Perform all tasks for President of Highway Services including but not limited to:
 - Coordinate weekly management team meetings and monthly Town Hall meetings.
 - Coordinate all Highway projects and assignments involving three Pacer locations (Dublin, DeSoto and Livermore).
 - Track and publish weekly delinquent accounts report.
 - Manage President's calendar and coordinate his travel schedule.
 - Establish and maintain filing system

- Review President's American Express bill and allocate charges to appropriate departments.
- Manage President's personal checking account, pay his American Express bill, and monitor expense reimbursements.
- Complete various day-to-day assignments.
- Coordinate all travel and accommodations for PGL employees based locally and nationally.
- Manage office supply stock room. Place orders for many departments and approve orders from others. (I renegotiated the contract for a \$35,000 annual savings)
- Order office furniture for all departments.
- Order and maintain stock of business forms such as letterhead, envelopes, fax cover sheets, mailing labels and logo stationary.
- Order business cards for all PGL and Pacer International employees nationwide.
- Accumulate, assemble, and distribute monthly President's Report packets for Cartage, Supply Chain Services, Automotive, Brokerage and International divisions.
- Prepare PowerPoint presentations and bind into books for Executives and their direct reports.

LIMITED LOGISTICS SERVICES, Columbus, Ohio

September, 2000 – May, 2002

Executive Assistant

- Support key Executive
- Manage Executive's calendar
- Monitor department budget, PTO and process department expense reports
- Schedule department meetings
- Coordinate all department travel

ASHLAND CHEMICAL COMPANY, Dublin, Ohio

May, 2000 – September, 2000

Executive Assistant

- Prepare PowerPoint presentations
- Organize marketing information
- Schedule meetings
- Coordinate Executive travel

RAIL VAN (currently Pacer Global Logistics), Worthington, Ohio

June, 1995 – May, 2000

Executive / Marketing Assistant

- Prepare PowerPoint presentations for Executives, Business Development and Sales.
- Bind presentations into books for distribution to customers.
- Maintain and distribute all company brochures and information packets.
- Manage stock of premium merchandise including managing the company "store".
- Execute mass mailings and customer surveys providing metrics on survey responses.
- Provided basic support to Marketing Manager and assist with company newsletter.

EDUCATION

Columbus State Community College

ACCOLADES

Special Top Achievement Recognition (STAR Award) - December, 2005

Wall of Fame Recipient - April, 2006