

5270 FAIRLANE DRIVE
POWELL OH 43065
740-881-9612 HOME
614-204-3613 CELL

MARY COKER

Self-motivated, organized individual with over 20 years experience in a professional executive level environment. Strong verbal and written communication skills at all levels of staff. A background in the Executive, Accounting and Human Resources Departments.

PROFESSIONAL EXPERIENCE

2002 - 2010 **Compeer Partners, LLC**

Dublin, Ohio

Executive Administrative Assistant

- Provide an extensive level of multi-tasks including a high level of confidentiality.
- Coordinate business and non business-related appointments on/off-site.
- Coordinate/Arrange domestic, international and corporate and personal travel.
- Prepare and approve expense reports, and process miscellaneous invoices.
- Maintain Outlook emails, address books and broadcast groups.
- Screen and route incoming phone calls.
- Maintenance of personnel information into Human Resources and ADP, PayChex and other payroll computer systems for clients
- Perform other job-related duties as assigned

I was recruited from my previous employer to assist in the start up of a business venture whose mission was providing management consulting, M&A advisory services and corporate turnarounds. I would be on-site with a client for a six month period working with management to improve results, goal setting and accountability. I would work directly with the AR/AP and Human Resources Departments troubleshooting areas that were not functioning to their full potential. We would conduct a full inventory analysis to find weak spots and provide a profitable solution.

1989 – 2002 **Pacer Global Logistics**

Dublin, Ohio

Executive Administrative Assistant

- Provide an extensive level of multi-tasks including a high level of confidentiality.
- Prioritize and manage extensive calendar maintenance keeping each Executive on task.
- Schedule/Coordinate/Prepare end-to-end Board/Investors/Carrier Meetings
- Word processing a large volume of correspondence including departmental memorandums, quality control forms and monthly reports.
- Attend weekly staff meetings & monthly business unit reviews, taking notes/action items for distribution & follow-up.
- Coordinate/Arrange corporate/personal travel commercially and private jet services.
- Prepare and approve expense reports, and process miscellaneous invoices.
- Maintain Outlook emails, address books and broadcast groups.
- Manage conference room calendars for the Executive Wing
- Screen and route incoming phone calls, open, prioritize and distribution mail.

My position gave me direct contact with the company's executive level clients and vendors, which I maintained an excellent rapport. My abilities to multi-task, delegate and handle any situation calmly and professionally served the company well.

QUALIFICATIONS

Proficient on:

- Excellent Skills in Microsoft XP 2007, Word, Excel, PowerPoint
- Adobe Acrobat 8 Professional – Reader/Writer
- ADP/Paychex Payroll Software
- QuickBooks Accounting/Payroll

EDUCATION/RELATED SKILLS AND TRAINING

Graduate of Worthington High School 1980	Worthington, Ohio
Ohio University 1982 - 1984	Athens, Ohio
Columbus Paraprofessional Business Institute 1984	Columbus, Ohio

REFERENCES

Bill Lee 614-760-9820
Jeff Brashares 614-361-7299
Mike Sauer 614-760-9820