

EILEEN ROMERO

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SUMMARY

Dedicated administrative professional with a versatile skill set. Outstanding communicator with exceptional writing and editing ability. Resourceful team player with strong interpersonal skills and the demonstrated ability to maintain a high degree of accuracy and discretion. Excel in resolving employer challenges with innovative solutions and process improvements. Advanced proficiency in Microsoft Office/Office 365 (Word, Excel, PowerPoint, Outlook). Notary public, Commonwealth of Massachusetts (commission expires August 9, 2024).

EXPERIENCE

CAMBRIDGE ADVISORS (CAMBRIDGE FAMILY ENTERPRISE GROUP), Cambridge, MA - November 2015 to August 2018
Cambridge Advisors provides integrated advisory services that transform families and owners into more capable, better organized, and more united groups while supporting their enterprises, management teams, boards, and financial wealth to grow and prosper over generations.

Executive Assistant to CEO/Senior Partners

- Supported partners' client advisory project teams, with a significant focus on impeccable client support and communication. Conducted research, managed team and client meeting schedules and work plans, tracked action items and deliverables.
- Extensive scheduling and calendar management, as well as complex global travel and meeting planning.
- Drafted, edited, and proofread proposals, marketing materials, and visual presentations.
- Provided as-needed support to Operations Committee in projects related to employee relations, marketing communications, intellectual property, branding, document standards, and other areas where my diverse experience could add value.
- Trained team members in the use of technological resources, including audio/visual and videoconferencing systems (Polycom hardware, Zoom and BlueJeans VC systems), and advanced Microsoft Office 365 features.
- Tracked client proposals and business development efforts in CRM.
- Reported expenses, reconciled credit card statements, and created detailed travel itineraries using Concur/TripIt.

SAND 9, INC., Cambridge, MA (acquired by Analog Devices, Inc.) - January 2010 to March 2015

Sand 9 developed precision piezoelectric micro-electromechanical systems (MEMS) timing products for wireless and wired system applications.

Office Manager/Executive Assistant to CEO & Senior Executive Team

- Executive support: Executive Assistant to CEO. Coordinated bi-monthly board meetings, monthly operations review meetings, and weekly executive staff meetings. Executive support duties included extensive scheduling and calendar management, as well as domestic and international travel and meeting arrangements.
- Human resources: Recruiting support, visa and immigration support, new hire orientation/onboarding, employee handbook, 401(k) and FSA administration, benefits administration, HRIS/records management, exit management.
- Sales and marketing: Proofread and edited collateral materials. Edited sales materials using Adobe Creative Suite. Performed website updates using WordPress. Managed company Twitter account. Managed trade show participation. Assisted with development of corporate identity.
- Intellectual property/legal: Interfaced with the four law firms that managed the company's patent and trademark portfolios. Coordinated and submitted all inventor paperwork. Created tracking database, producing status reports as requested. Processed non-disclosure and confidentiality agreements.
- Finance: Managed expense reimbursements. Processed semi-monthly payroll. Assisted with accounts payable.
- Information technology: Managed outside IT contractors. Reviewed and prioritized helpdesk requests.

- Facilities management: Ensured office and laboratory spaces were compliant with state and building fire, health, and safety standards. Interfaced with building management company. Managed two office expansion projects.
- Daily operations: Administrative support for 30 staff members in two offices. Engaged in vendor relations and pricing negotiations. Oversaw office and laboratory supply inventory. Answered phones, received visitors, processed mail, and managed outgoing and incoming shipments.

AXIA LIMITED, Boston, MA - September 2003 to November 2009

Acquired by Accenture Strategy in 2015, Axia specializes in providing cross-functional strategies and implementation support to help clients achieve transformative change and profitable growth for clients in the pharmaceutical and consumer goods industries.

Human Resources Manager, 2005 to 2009

- Benefits management, recruiting support, staff training and development, new hire orientation, pre-employment drug/background checks, performance management, annual employee climate survey, employee handbook, exit management, HRIS/records management, verification of time and attendance reports, 401(k) and FSA administration, visa and immigration employment administration.
- Managed production staff.
- Proofread and edited client presentations and documents. Wrote employee newsletter.
- Finance support, including accounts payable and receivable, tax preparation, verification and processing of expense reports, and processing of semi-monthly payroll.
- Vendor relations. Oversight of office supply inventory.

Executive Assistant, 2003 to 2005

- Provided administrative support to two senior executives, including extensive scheduling and calendar management, as well as domestic and international travel and meeting arrangements.
- Produced client engagement letters and presentation books.
- Conducted web-based and industry database research.

POLITZER & HANEY, Newton, MA (now P&H Solutions, a division of ACI Worldwide, Inc.) - 2000 to 2003

P&H Solutions provides web-based corporate cash management solutions to North American financial institutions and credit unions.

Sales Assistant

- Provided administrative support to sales department.
- Wrote press releases; edited and proofread software product sheets; composed and distributed weekly targeted email campaign.
- Wrote, designed, and edited employee and customer newsletters; co-planned annual customer user conference and trade shows; maintained sales department section of company intranet.
- Served as internal resource for statistical and other information regarding the company and its activities.
- Oversaw selection, installation, and implementation of new CRM database software; trained and supported all users; designed user interfaces; developed reports, templates, and automated tasks.

ADDITIONAL PROFESSIONAL EXPERIENCE

- Field representative, AmeriSpec home inspection services
- Disk jockey, WINY-AM and WJMF-FM
- Advertising copywriter and print advertising designer, Nutmeg Broadcasting Corporation
- Freelance copy editor, calligrapher, and sign painter

EDUCATION

Bryant University, Smithfield, RI

Bachelor of Science in Business Administration

Major: Business Communications; Minor: Computer Information Systems