



RESUME

NK NIKI PITCAVAGE

EXECUTIVE ASSISTANT

POSITIVE • CREATIVE • FLEXIBLE • ORGANIZED • INTEGRITY

ABOUT ME

I'm a proactive, solutions-oriented executive who strives for improving the efficiency and effectiveness of individuals, teams, and organizations. I'm an expert at organization and planning yet I'm also flexible and ready to roll with quick changes and shifting priorities. I'm skilled in Microsoft Suite, Google Workspace, Adobe Suite, and Quickbooks in Mac and PC environments. I have a proven record of excellent communication, time management, and multitasking in a variety of complex and high-pressure environments. I find creative solutions and have the ability to work with diverse populations while maintaining attention to detail and the highest degree of confidentiality.

CONTACT



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EXPERIENCE

EXECUTIVE ASSISTANT TO PRESIDENT/CEO

KAHN MANAGEMENT CORPORATION | 2017 – CURRENT

As the Executive Assistant at Kahn Management, I support the CEO and President of the Company and act as the head of Office Management. My duties include coordinating executive communications, such as taking calls, responding to emails, and interfacing with clients. I prepare internal and external corporate documents for team members and industry partners. I uphold a strict level of confidentiality and have developed and sustained a level of professionalism among clientele, contractors, and vendors. I provide input and assist with the development of operating practices, record-keeping systems, and forms. During my tenure, I've developed and launched a virtual filing system and streamlined newsletter delivery by introducing MailChimp. My strong organizational, project management, and problem-solving skills along with impeccable multi-tasking abilities allow me to maintain a complex organized system of paper and electronic documents. I keep a daily record of received rent and commission checks/ACHs for Kahn Management's 16 individual companies and 25+ properties and process incoming invoices. In addition to my administrative duties, I maintain the company website and create complete property marketing packages and ads for trade publications and non-profit benefits.

EXECUTIVE ASSISTANT

SADDLE SHOP FILMS, LLC | 2014 – CURRENT

I assist in organizing commercial shoots including but not limited to production management, casting, wardrobe/styling, craft services, and invoicing. Projects have included National Liberty Museum's Anti-bullying campaign, Weavers Way Co-op commercial spots, and the short film Mafia Dad. I also oversee the company website.

COLLECTIONS SPECIALIST

DISCOVER FINANCIAL SERVICES | 2008 – 2009

My communication skills encouraged the goodwill of Discover customers. My tasks included reviewing past due accounts and calling customers to arrange an acceptable payment program for accounts from which sufficient funds could not be collected. I worked with the customer to come to an agreeable plan for bringing the account current.

WORKERS' COMPENSATION CLAIMS SUPPORT SPECIALIST

TRAVEKERS INSURANCE | 2004 – 2008

While employed with Travelers, I performed administrative duties for claim representatives, medical case managers, and supervisors. I assisted staff with general office procedures and problems and provided administrative assistance by typing, taking dictation, handling telephone calls, setting up meetings, and completing required monthly reports. As a claim support specialist, it was also my responsibility to pay bills, file forms, prepare reports, maintain appropriate records, and update/close files.

LICENSES

NOTARY PUBLIC State of Pennsylvania - 9/2021 - 9/2025

EDUCATION

GLENDALE COMMUNITY COLLEGE 2005 - Photography

THE ART INSTITUTE OF PHOENIX 2003 - Graphic Design