

THERESA HOHGRAWE

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QUALIFICATIONS PROFILE

Highly efficient **Event Manager** with experience in a wide range of administrative functions, collaborative executive acumen, and operational oversight.

- Versatile professional in office procedures including administration, bookkeeping, customer service, scheduling, event planning, and special projects.
- Exceptional interpersonal and leadership skills, with the ability to build positive and productive office teams.
- Leverage outstanding organizational and analytical skills to evaluate and revise administrative processes and improve accuracy and efficiency.
- Outstanding communication skills to build rapport with clients, stakeholders, and employees at lateral and executive levels.
- Proficient in Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), QuickBooks, Quicken, Lotus 1-2-3, and Internet research and applications.

EDUCATION AND CERTIFICATION

Bachelors - Business Management

NEW YORK UNIVERSITY, New York, NY May 2016

Certificate- Small Business and Entrepreneurship

Hunter College, New York, NY April 2018

PROFESSIONAL EXPERIENCE

RobustWealth, Principal Financial Group - Lambertville, New Jersey

Event Planner / Executive Assistant - April 2018 - Present

Key Achievements:

- Executive Assistant to Founder and CEO, Michael Kerins
- Lead community outreach programs, coordinated fundraisers and volunteer groups
- Planned and coordinated business conferences and special events for 100 + people
- Utilized Software's: Atlassian (Confluence, Jira), Slack, Eventbrite, Wordpress

Continued...

Angelo David - Salon Manager- July 2016- April 2018, New York, New York

Oversight of facility operations, managed employees schedules and performance, ordered all beauty products and kept inventory records, promoted services and products via social media and updated records of costs and revenues.

Key Achievements:

- Coordinated and organized all magazine and celebrity photoshoots for stylist.
- Implemented a new and more efficient scheduling system for all employees.
- Work with owner to re-design all private label products and marketing campaigns.

SKIN CARE LAB – *Administrative Assistant* - Sept 2014 - June 2016, New York, New York

Manage daily administration of office activities to include telephone and electronic inquiries, redirecting calls, and mail management. Prepare correspondence and documentation, managing data, statistics, and supplementary information for research purposes.

Key Achievements:

- Coordinate efficient records and documentation management with other departments, both internally and externally.
- Formally commended by senior management for exceptional flexibility and resourcefulness in rapidly changing situations.
- Successfully interacted with clients to generate repeat and referral business.

PROFESSIONAL ASSOCIATIONS & ACHIEVEMENTS

- Bilingual: Fluent in both English and German
- Achieved National Society of High School Scholars honors as well as a Merits Award in English Composition.
- Active volunteer and member with Big Brothers Big Sisters of Mercer County.