

Lanita Gaul

Executive Assistant

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SUMMARY:

Experienced Executive Assistant with over 15 years of expertise in advanced calendar management and scheduling coordination. Proficient in handling complex calendars across multiple time zones, ensuring seamless organization of meetings, calls, and appointments for senior executives and teams. Skilled in managing daily schedules for maximum efficiency while maintaining strong communication with clients and internal teams. Committed to providing exceptional administrative support to streamline operations and foster effective time management.

EXPERIENCE:

Virtual Assistant & Owner

The Admin Professional | February 2006 – Present | Remote

- Managed a wide array of administrative tasks, from scheduling and document creation and preparation to maintaining project files and ensuring smooth day-to-day operations.
- Coordinated multiple projects simultaneously, tracking milestones and deliverables to ensure timely completion.
- Acted as the communication hub between clients, vendors, and stakeholders, ensuring effective collaboration.
- Oversaw research and data compilation to support project success and contributed to financial oversight, ensuring project budgets stayed on track.
- Managed marketing and social media strategies, as well as website development and maintenance.

Executive Assistant to the President & CEO

The ISH Food Company | March 2020 – Present | Remote

- Provided administrative support to the President & CEO, handling complex calendar management, travel arrangements, and confidential correspondence.
- Coordinated various project activities and facilitated communications with Board members, investors, and business partners.
- Organized project documentation, digital filing, and tracked project timelines to ensure goals were met efficiently.

Executive Assistant to the Owner

Coaching With Hart | May 2014 – Present | Remote

- Coordinated and streamlined coaching enrollments, automated processes, and managed client communications.
- Assisted with project coordination, marketing strategies, and maintained company website to enhance online presence.
- Established and maintained online bookkeeping systems, contributing to financial growth.

Administrative Assistant

USDN | June 2019 – December 2019 | Remote

- Provided comprehensive calendar management for senior staff, scheduling meetings, webinars, and conference calls across multiple time zones.

- Coordinated logistics for virtual meetings, including sending reminders and tracking attendance to ensure smooth execution.
- Managed calendar updates and schedule adjustments in real-time, addressing logistical challenges and prioritizing time-sensitive requests.

EDUCATION:

Associates in Secretarial Science

Bradford Business School

STRENGTHS:

- **Calendar Management:** Extensive experience managing complex schedules, ensuring efficient use of time for executives and teams.
- **Time Zone Coordination:** Skilled in organizing meetings across national and international time zones with minimal disruption.
- **Problem Solving:** Proactively identifies and resolves issues to keep projects on track

SKILLS:

- **Project Coordination:** Expertise in overseeing and executing various projects, ensuring timely completion.
- **Administrative Support:** Proficient in managing scheduling, document preparation, and maintaining project documentation.
- **Communication:** Strong verbal and written communication skills, serving as a key point of contact for stakeholders.
- **Technology:** Proficiency in MS Office suite, Google Workspace, and project management tools.
- **Organizational Skills:** Ability to prioritize tasks effectively and manage multiple projects simultaneously.
- **Research & Reporting:** Skilled in conducting research, compiling data, and generating reports for project success.

REFERENCES:

Excellent references available upon request