

# Lanita B. Gaul

## Executive Assistant

1809 Milridge Court | Marysville, OH 43040 | 614.579.0901

[lanitagaul@gmail.com](mailto:lanitagaul@gmail.com)

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### Qualifications Summary

- Accomplished business owner as an Administrative Consultant since 2006 and Co-Founder of an established non-profit organization since 2003
  - Accomplished Executive Assistant offering administrative experience reporting to the CEO, Vice President, and other top executives.
  - Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper, prepare well-researched and accurate documents, manage busy calendars, and efficiently handle daily office tasks.
  - Proficient user of MS Office (Word, Excel, PowerPoint, and Outlook). Also a proficient user of Mac computers.
  - Type 75+ WPM
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#### Executive Assistant / Administrative Consultant February 2006 – current

The Admin. Professional, LLC  
[www.TheAdminProfessional.com](http://www.TheAdminProfessional.com)

- Project management
- Prioritize incoming information and/or appointments.
- Manage complex business calendars and executive's schedule.
- Troubleshoot software / technology as needed
- Prepare presentation documents
- Organize, plan and execute events / webinars
- Receive and respond to letters, e-mails, memos and other correspondence
- Complete and reconcile invoices and expense reports
- Receive and screen telephone calls
- Ensure timely flow of projects
- Prepare and distribute electronic newsletters
- Format documents / reports (Word, PowerPoint, Excel, PDF's)
- Receive and respond to customer service phone calls, emails, and US Postal mail correspondence
- Update and maintain blogs and minor website edits (WordPress)
- Create marketing material; business cards, pamphlets, brochures / flyers
- Bookkeeping; accounts receivable and payable
- Manage staff
- Compose and maintain Standard Operating Procedures Manual
- Organize, maintain, and order office supplies

#### Co-Founder & Co-Pastor May 2003 – current

Living Word Worship Center  
[www.livingwordwc.com](http://www.livingwordwc.com)

- Develop policies and procedures for Administrative Assistant
- Manage volunteer staff
- Marketing / Advertising
- Coordinate events / conferences
- Establish and maintain member database and financial records
- Screen telephone calls / Customer Service

**Administrative Assistant  
July 1999 – August 2000**

**Resurrection Evangelical Lutheran Church**

*Utilized various clerical and administrative duties in support to the Pastor and all council members.*

*Duties performed:*

- Scanned information into various documents or computer databases
- Created templates for newsletters and bulletins, resulting in work efficiency and accuracy.
- Developed and maintained a filing system
- Directed volunteer programs
- Maintained member database
- Produced bulk mailings
- Maintained and improved office equipment
- Sorted and distributed interoffice and U.S. Postal mail
- Maintained appointment schedule and facility use
- Screened telephone inquiries
- Compiled financial reports

**Executive Assistant**

**Medex of Furon, Dublin, OH**

**December 1997 – March 1999**

*Assisted VP of Operations, along with the Engineering, Quality Control, Human Resources, and Manufacturing Departments. Duties performed:*

- Provided administrative support to the Vice President of Operations and support other members of the executive management team.
- Maintained schedules — plan and schedule meetings, teleconferences and travel
- Demonstrated advanced skills with spreadsheet programming to track projects and budget
- Maintained and improved filing system to deliver work efficiency and to streamline record keeping
- Coordinated meeting and travel arrangements
- Published meeting minutes
- Composed written correspondence
- Customer Service
- Maintained office supplies and equipment
- Petty Cash

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**Education**

**June 1989      Bradford Business School, Columbus, OH**

- Associates Degree in Secretarial Science
- Graduated with honors; cumulative average of 3.70
- Typing award at 80+ wpm
- Shorthand rate of 90+wpm

**June 1988      Marysville High School, Marysville, OH**

- Intensive Office Education Program

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**References**

Excellent references available upon request