

# VENDETTA "V" NAGASK CECE-JACKOWIAK

Post Office Box 1410 ● Chicago, Illinois 60690 ● (224) 600-4144 ● vantage2apex@gmail.com

## PROFILE

BUSINESS EXPERIENCE, ETHICS, FINANCE, DOMESTIC RELATIONS, UNDERSTANDING OF INTERNATIONAL RELATIONS, INTERACTIONS WITH STATE AND FEDERAL GOVERNMENT AGENCIES AND CORPORATE TAX ENVIRONMENTS. WORKED CLOSELY WITH TAX TEAM ON SARBANE-OXLEY AND OTHER REGULATORY REQUIREMENTS. WIDE RANGE OF EXPERIENCE SUPPORTING SENIOR LEVEL EXECUTIVES FROM MULTIPLE INDUSTRIES. EXTENSIVE KNOWLEDGE AND EXPERIENCE WITH MICROSOFT OFFICE INCLUDING WORD, EXCEL AND POWERPOINT; IMAGING; ORACLE DBA; ADOBE; LOTUS; GROUPWISE; INTERNET HTML; ADVANCED IMAGING; PUBLISHER. LANGUAGES: (PARTIALLY FLUENT) ARABIC, KNOWLEDGE OF OTHER LANGUAGES.

## PROFESSIONAL EXPERIENCE

### **PHYSMED DIRECT: PHYSICIAN'S MEDICINE DIRECT (PMD) 06/2005 - PRESENT**

DES PLAINES, ILLINOIS

*PHYSICIAN RECRUITMENT, RESEARCH AND DEVELOPMENT*

[HTTPS://PHYSMEDDIRECT.COM](https://physmeddirect.com)

*EXECUTIVE MANAGER TO THE CEO*

- AS A NEW VISIONARY IN PHYSICIAN RECRUITMENT, PHYSMED DIRECT: PHYSICIANS' MEDICINE DIRECT ACTS AS A LIAISON BETWEEN PHYSICIAN EMPLOYERS AND PHYSICIANS.
- WE MINIMIZE AND STREAMLINE THE VERIFICATION PROCESS FOR PHYSICIANS SEEKING NEW OPPORTUNITIES BY MATCHING THE NEEDS AND REQUIREMENTS OF OUR CLIENTS WITH AN IDEAL CANDIDATE (PHYSICIAN) FOR THE OPPORTUNITY.

### **MEDICAL AUXILIARY NETWORK (MAN) – EXECUTIVE DIRECTOR AND OPERATION DIRECTOR**

**08/2010 - PRESENT**

### **WOMEN'S OPPORTUNITY MAMMARY ANATOMY NETWORK (WOMAN) – EXECUTIVE DIRECTOR**

**08/2010 - PRESENT**

### **CORPORATE, CHICAGO, ILLINOIS 05/2008 - 09/2009**

A LEADING INTERNATIONAL MINING GROUP FOR PACKAGING

*EXECUTIVE ASSISTANT TO THE EXECUTIVE ASSISTANT TREASURER / DIRECTOR OF TAX FOR THE AMERICAS*

- IMPLEMENTED SOX REGULATED RESPONSIBILITIES AS THE TAX ADMINISTRATIVE SUPPORT INCLUDING ENGAGING IN CRUCIAL TAX PROCESSES & PROCEDURES FOR INTERNAL CONTROLS, COMPLIANCE RELATED RECORD-KEEPING, REPORT ANALYSIS, STATE & FEDERAL TAX LAW RESEARCH AND COMMUNICATIONS. APPLIED BUSINESS ACUMEN USING ECONOMIC, FINANCIAL AND INDUSTRY DATA, COMBINED WITH KNOWLEDGE OF ADMINISTRATIVE NEEDS, TO HELP MAINTAIN PLANNING AND DECISION-MAKING.
- PROVIDED ASSISTANCE AND SUPPORT TO TAX EXECUTIVE PROFESSIONALS, WITH FORMULATED MEMORANDUMS, NOTIFICATIONS, FIELD EMAILS, TAX PROGRAMS, PUNCTUAL SHIPMENTS, AND GENERAL INSTRUCTIONS.
- CONFIGURED COST-EFFECTIVE MAIL MERGES FOR CREATION OF MULTIPLE MULTI-FACETED TAX NOTICE CORRESPONDENCE FOR COMPLIANCE.
- EDUCATED TEAM MEMBERS ABOUT VARIOUS TECHNICAL FUNCTIONS TO ANALYZE PROBLEMS AND PROPOSE SOLUTIONS TO ENHANCE JOB PERFORMANCE, WORK EFFICIENCY AND SAFETY.
- ASSISTED WITH ROUTINE FILINGS FOR INCREASED PRECISION IN TAXING JURISDICTIONS BY CREATING RESEARCHED REPORTS, AESTHETIC CALENDAR REFERENCES, AND OTHER RECORD KEEPING ADMINISTRATIVE REPORTS FOR UPPER MANAGEMENT APTITUDE ANALYSIS.
- ORGANIZED FINAL PREPARATION FOR 200+ FEDERAL & STATE TAX RETURNS AND 40+ CHECK REQUEST TAX PAYMENTS PER QUARTER WITHIN A TWO-WEEK TIMEFRAME.
- USED CONFLICTING INFORMATION TO ASK PROBING QUESTIONS TO EVALUATE THE ACCURACY, UNDERLYING ASSUMPTIONS AND RELIABILITY OF EACH SOURCE AND SET OF FACTS.

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- ARTICULATED AND PROMOTED STRATEGIC DIRECTIONS BY CONSISTENTLY PRIORITIZING ACTIVITIES ALIGNED WITH DEPARTMENT GOALS AND OBJECTIVES.
- UPHELD ETHICS AND VALUES OF INTEGRITY, ACCOUNTABILITY, TEAMWORK, TRUST AND TRANSPARENCY.

## **MULTIPLE CONTRACT AGENCIES 02/2002 - 04/ 2008**

FULFILLED MULTIPLE LONG-TERM CONTRACT ASSIGNMENTS FOR A WIDE RANGE OF COMPANIES AND INDUSTRIES IN THE CHICAGO AREA. COMPANIES INCLUDED: EXELON (COMMONWEALTH EDISON), GREAT LAKES NAVAL BASE, ALDEN MANAGEMENT SERVICES, AWARE TALK RADIO, BANK OF TOKYO MITSUBISHI, BEIN AND FUSHI AND SUPERIOR HOME HEALTH LLC.

### *EXECUTIVE ADMINISTRATIVE ASSISTANT*

- CONTRACT EXECUTIVE ADMINISTRATIVE ASSISTANT ON MULTIPLE LONG-TERM ASSIGNMENTS, FOR VARIOUS COMPANIES. PROVIDED EXECUTIVE ADMINISTRATIVE ASSISTANCE AND SUPPORT TO SENIOR MANAGERS, INTERNAL STAFF, DIRECTORS AND CEOs.
- SUPERVISED HOME HEALTH DOMICILE FOR HOME HEALTH SERVICES. ORGANIZED THE HEALTH GROUP THROUGH REORGANIZATION PROCESS BY CREATING OFFICE FILE TEMPLATES, INSTITUTING NEW POLICIES AND PROCEDURES, CONDUCTING PAYROLL, MANAGING OFFICE FUNCTIONS, AND ASSIGNING PROJECT WORK. (SUPERIOR HOME HEALTH LLC)
- SUPPORTED CORPORATE SECRETARY'S OFFICE AND ETHICS DEPARTMENT WITH SUPPORT AND PROVIDED OBJECTIVE INSIGHT BY FACILITATING THE ADMINISTRATION PROCESSING TO THE 2002 CODE OF BUSINESS CONDUCT QUESTIONNAIRE. CREATED THE 2002 CODE OF BUSINESS CONDUCT QUESTIONNAIRE METHODOLOGY REPORT FOR THE CEO. (THE SARBANE-OXLEY ACT 2002).
- TECHNICAL WRITER / AUTHOR FOR THE GREAT LAKES NAVAL BASE MEDICAL HOSPITAL COMPUTER SYSTEM.
- RESEARCHED MAGAZINE MEDIAS AND CREATED A MAGAZINE PROFILE REPORT & FILING DATABASE FOR THE DIRECTOR.
- ORGANIZED MORNING SECURITY FOR SAFETY & PROTECTION PROCEDURES FOR INTERNATIONAL BANK RECEPTION.
- DOCUMENTED HISTORIC STRADIVARIUS MUSICAL INSTRUMENTS FOR THE RECORD OF TRADE, SALE, CONSIGNMENT, AND NEGOTIATED A LOAN.

## **AIRLINES, CHICAGO, ILLINOIS 05/2001-12/2001**

### *AIRLINE FLIGHT ATTENDANT*

- ATTENDED TO PASSENGERS ACCORDING CUSTOMER SERVICE STANDARDS, AND FOLLOWED FAA RULES, REGULATIONS, POLICIES AND PROCEDURES.

## **HUMANITARIAN WORK 01/2000-12/2000**

SPENT ONE YEAR DOING HUMANITARIAN WORK ABROAD. EXPERIENCE INCLUDED TEACHING ENGLISH, WORK WITH NON-PROFITS (NON-GOVERNMENT ORGANIZATIONS; NGOs) TO SUPPORT UNDERSTANDING AND COOPERATION BETWEEN AMERICANS AND LOCAL POPULATIONS, RESEARCH AND ANALYSIS OF LOCAL ISSUES AND CONFLICT RESOLUTION.

## **EDUCATION**

FOUND UNDER ALIAS NAMES – INTERVIEW RE;LEASE

**UNIVERSITY OF IOWA, IOWA CITY, IOWA – 1999**

B.A., MAJOR: HISTORY (MIDDLE EASTERN STUDIES) EMPHASIS IN POLITICAL SCIENCE  
**SOUTHERN ILLINOIS UNIVERSITY OF ILLINOIS AT EDWARDSVILLE 1994-1997**  
**HAROLD WASHINGTON, CHICAGO, ILLINOIS - 2005 TO 2005**  
**OAKTON COMMUNITY COLLEGE, DES PLAINES, ILLINOIS - 2005 TO 2005**  
**DEPAUL UNIVERSITY, CHICAGO ILLINOIS - 2009 TO 2009**  
**NATIONAL GUARD, ROCK ISLAND, ILLINOIS – 1995 - 1996**