

LINDA MACKENZIE

Plainfield, IL 60586

Lkmacke1@gmail.com · Cell: 815-263-9984 ·

PROFESSIONAL SUMMARY

I am an extremely passionate Executive Assistant with 13 years' experience partnering with C-Level Executives and their respective teams. With a very strong work ethic and being self-motivated, I am prepared to accept any responsibility given to me.

- Resourceful – utilizing all resources to get the job done in an effective and timely manner.
- Follow through – I have been recognized for my persistent follow up, to get a project and/or task completed on schedule.
- Outstanding organizational skills –from the beginning to execution, or anywhere in between.

EXPERIENCE

FEBRUARY 2006 - PRESENT

EXECUTIVE ASSISTANT, GEA FARM TECHNOLOGIES, INC., NAPERVILLE, IL

- Partner to the Senior Vice President of Sales & CEO, Milking & Dairy Farming-North America.
- Support to CEO and Senior Management Team
- Support to 5 Sales Managers and 40 Sales Employees.
- E-mail monitoring, travel arrangements, heavy calendar management.
- Event and meeting planning for employees and customers, this includes venue selection, online registration, hotel accommodations, entertainment, food & beverage, agendas, and awards.
- Assist in preparing agendas and presentations.
- Minute taking, and task follow up.
- Organizing employee events such as office luncheons, holiday parties.
- Prepare and auditing expense reports through Concur.
- Vendor set up, invoice approvals and coding in DWP.
- New customer account set up in SAP.
- Dealer contract administration
- Office management which includes and not limited to, ordering office supplies, and managing reception desk.
- Establishing new employee perks such as new coffee machine and break area.
- Extensive research and problem solving.

- Additional administrative work as required, including document management, and coordination with other executive assistants and administrative staff to ensure processes run smoothly.

JANUARY 2001 – FEBRUARY 2006

CUSTOMER SERVICE TEAM LEADER, GEA FARM TECHNOLOGIES, INC.,
NAPERVILLE, IL

- Data entry
- Communications to customers
- Analyzing and solving complex problems

JUNE 1984 – DECEMBER 2000

CUSTOMER SERVICE, DOMINICK'S FOOD STORE, PLAINFIELD, IL

- Bookkeeping
- Customer Service

SKILLS & ATTRIBUTES

- Experienced meeting planner for 6-300 attendees
- SAP
- Self-management
- Resourceful – utilizing all resources to get the job done.
- Proficient in MS Outlook, Word, Excel, PowerPoint
- Excellent communication skills
- Concur Travel & Expense
- Detailed oriented
- Team Player

ACCOMPLISHMENTS

- Organizer and manager of GEA's annual not for profit ice cream booth serving over 20,000 cups of ice-cream in 5 days at World Dairy Expo in Madison, WI. **Raising over \$120,000 in 10 years for local FFA chapters.**
- Organizer of an annual Easter Basket drive for 3 low income schools in Joliet, IL for 400 children for 10 years.

EDUCATION

1985 –1986

TRAVEL CERTIFIED PROGRAM – TOURISM & TRAVEL SERVICES MANAGEMENT

SOUTHEASTERN TRAVEL ACADEMY, 233 ACADEMY DR KISSIMMEE, FLORIDA

2017 – ONGOING

ASSOCIATE OF SCIENCE-AS, ADMINISTRATIVE PROFESSIONAL PROGRAM,

MADISON AREA TECHNICAL COLLEGE, ONLINE