



SHERYL WALTON

SR. EXECUTIVE ASSISTANT

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617.590.0065

Boston, MA

<https://www.linkedin.com/in/sherylwalton/>

Re: Senior Executive Assistant Role

Dear Sir or Madame,

I truly enjoy executive support and have a great deal of experience. I seek to grow my career providing support to dynamic people within an innovative company for years to come.

As a confident, reliable, resourceful, detail-oriented, and proactive Executive Assistant, I have had significant experience working in highly confidential and fast paced environments, managing multiple projects simultaneously, responsible for the regular exchange of communications and documents with C-Suite clients and executive candidates. I have extensive, high- volume calendar management experience. Thriving in both independent and collaborative work environments, I am highly effective in work situations requiring an ability to manage multiple concurrent projects and responsibilities. Exceptional communication, interpersonal, administrative, organizational, creative, problem solving, tech trouble shooting skills, loyalty, and a fun personality would make me an asset to your team.

I possess both the finesse and discretion to manage high level clients and associates and have worked with a diverse, multicultural client base. A quick study, I am able to easily grasp and put into application new ideas, concepts, methods, and technologies. My drive, perseverance, and organizational abilities will assure that I get up to speed quickly as I learn the nuances and details unique to a specific organization. I find making the investment of aligning and syncing with those I support, to best anticipate possible needs and outcomes, very rewarding.

Behind the scenes, I very much enjoy the process of organizing and refining my systems to be as efficient as possible. I am methodical, but also flexible and able to adapt to varying situations. I have experience dealing with complex personalities, high stress environments and deadlines, and "my feathers are not easily ruffled". With strong interpersonal skills, I enjoy working with a team and contributing to a common goal, as well as working independently. I began working remotely many years previous to "Covid" and am very comfortable and effective working within this model. I value a strong work ethic, honesty, personal integrity, humor (where appropriate), and the ongoing pursuit of professional and personal growth and development.

Attached, please find my resume. Also, please feel free to visit my [Professional Website](#) and [LinkedIn](#) page.

I look forward to learning more about this role. Thank you for your time and consideration.

Most sincerely,

Sheryl Walton



Sheryl A. Walton
Sr. Executive Assistant - Boston/MetroWest
<http://www.sherylwalton.com>
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Summary:

Significant experience working in highly confidential and fast paced environments, managing multiple projects simultaneously, interacting with C-Suite, Board Members, and other Executive Leadership within well-known Pharma and Biotech and other client companies, responsible for the regular exchange of communications and documents, and scheduling executive level candidates and client meetings. Creative thinker and problem solver who enjoys learning the nuances of the business and how I may facilitate efficiency and growth within the context of my role.

Objective:

To excel providing senior level administrative executive support with a dynamic company for years to come

Computer/ Technical Abilities:

- **Aptitude to quickly learn new software**
- **Willingness to obtain new training/certifications**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Microsoft Word**
- **Microsoft Outlook & Calendar Management**
- **Invenias** (CRM by Bullhorn)
- **Encore** (CRM by Cluen Corporation – database administration)
- **Adobe Photoshop** (photo editing, graphic design)
- **Adobe Dreamweaver** (web page design)
- **Computer Graphics Design** (i.e., promotional materials)
- **Photo Editing Skills**
- **Desktop Publishing** (promotional materials)
- **Web Design and Maintenance for Small Businesses**
- **Calendly** (online calendar interface service)
- **Adobe Acrobat / Nitro** (document conversion / management / scanning)
- **Training Capabilities, Cluen CRM Software:** advanced use / customization / on-boarding
- **GoToMeeting Presentations**
- **Zoom / MS Teams Video Conferencing**
- **Computer Trouble Shooting**
- **Microsoft Visio**

Relative Experience:

Executive Assistant

May 2021 – Present

Boyd – Life Sciences & Healthcare, Princeton, NJ - Remote

Permanent Position within retained executive recruiting firm exclusive to the Life Sciences, Biotech, and Healthcare industries. Project management throughout recruitment cycle, Managing Partner support, Invoicing.

- Project management / support for Managing Partner, US and 3 Principals
- Heavy calendar management across many international and domestic time zones
- Interface daily with high level Clients / Candidates (e.g., C-Suite, Board Members, Senior Leadership)
- Scheduling and tracking multiple candidates and deliverables across many simultaneous projects
- Point of contact between the Managing Partner and internal/external parties
- Handle sensitive and confidential information with discretion, maintaining high level of confidentiality
- Prepare Partners with relative meeting documents
- Report and Proposal / Contract Preparation, Correspondence
- Extensive Document Formatting, Proofreading, Editing, Organization
- Implemented Calendly: streamlined select scheduling, saving time
- PowerPoint Presentation Marketing Document Design/Preparation
- Travel Arrangements and Itineraries: transportation, lodging
- Expense Reporting, Receipt Collection
- All Client and Interoffice Invoicing: Calculation, Creation, Sending, Tracking, Payment Inquiries, Log Maintenance, supporting internal process
- Trusted to use independent judgement for project facilitation / problem resolution
- Excel Reports: Formulas, Formatting, Data Tracking
- CRM Software file and document management (Invenias by Bullhorn)
- Custom Web Site Creation: utilizing proprietary software, presenting client companies to candidates
- Coordinate Zoom/Teams Video Conferencing
- Email Marketing Mailings via EMMA
- Project file organization in Box
- Regular Handling of Confidential Information
- Office management: vendors, supplies, services
- Ad hoc projects

Recruiting Project Coordinator

February 2020 – April 2021

Terra Search Partners, San Francisco, CA - Remote

Permanent Position within retained executive recruiting firm exclusive to the real estate industry. Project management throughout recruitment cycle for up to 11 projects in varying stages, simultaneously. Company downscaled and sold.

- Project management / support for 2-4 Partners (many teams)
- Heavy Calendar Management of many calendars, across 4 time zones
- Heavy Meeting Coordination, interfacing with high level Candidates/Clients
- Report and Proposal Preparation, Proofreading
- Correspondence on behalf of Managing Partner, US
- Extensive Document Formatting, Proofreading, Editing
- Travel Arrangements and Itineraries: transportation, lodging
- PowerPoint Presentation Preparation and Design
- Coordinate Zoom Video Conferencing
- Excel Reports: Formulas, Formatting
- CRM Software Administration (Encore by Cluen Corp.) and troubleshooting
- Expense reporting
- Internet Research: People, Companies, Meeting Venues
- Corporate gift arrangements / ad hoc projects

Executive Assistant

November 2010 – August 2020

Battalia Winston, Financial District, Boston, MA - Remote since 2016

Permanent Position within executive recruiting firm specializing in hiring Presidents, CEOs, CFOs, Board Members, Scientists, etc., for Mid Cap to Fortune 500 companies across multiple industries. Fast paced environment, managing multiple projects simultaneously, requiring independent judgement, critical thinking, prioritization, problem solving and creativity.

- Support of Two/Three Partners (local and remote)
- Outlook Calendar Management of 3 Calendars
- Meeting Coordination, interfacing with high level Candidates/Clients
- Travel Arrangements and Itineraries for Partners and Candidates (domestic, some international)
- Offsite Meeting Logistics: Meeting centers (hotels/airports), refreshments, meals
- Report, Proposal, Correspondence Preparation
- PowerPoint Presentation Preparation
- Coordinate Conference Calls, GoToMeetings, Video Conferencing
- Daily CRM Software Support across All Offices: Go-to person for all questions companywide
- Detailed Expense Reports: For Partners and for Candidates' travel expense reimbursement
- Excel Reports: Formulas, Formatting
- Document Formatting, Proofreading, Editing
- Audio Transcription on Digital and Analog Systems
- Internet Research: People, Companies, Meeting Venues
- Computer Troubleshooting
- Redesigned company PowerPoint Presentation and modified new Logo Design in conjunction with Company Rebranding utilizing: PowerPoint, Adobe Photoshop, Adobe Illustrator
- Interface with technical support for office
- Trained All Employees in CRM Beginner and Advanced Software Techniques on an ongoing basis via GoToMeeting
- Database Management in two Database Systems: Monitored the Consistency and Quality of System Data across all offices
- CRM Software Customization (to meet or create improvements in data and document capture)
- Key Member of 2019 Encore CRM Software Conversion Project; performed extensive evaluation of new software upgrade to analyze changes in design, functionality, bugs, and report output, in order to modify approach to rollout timeline, design training agenda (modifying external training approach and designing internal custom training by department), and need for report customization, to assure smooth transition upon launch
- Member of Marketing Committee: Contributed marketing material designs, and ideas
- General Office Management: Building services, supplies, equipment maintenance
- Facilitated 2 office moves
- Interfaced daily with office subletters: venture capital company, investment company
- Customized / Designed Holiday E-card yearly

Administrative Assistant to Vice President of Investor Relations
REIT Research and Management, Newton, MA (temporary assignment for Winter Wyman)

July 2010 – September 2010

Assistant to Vice President of Investor Relations and 2 IR Managers of 7 companies ◦ Travel arrangements ◦ Calendar management ◦ Arranged catering ◦ Maintained IR Vice President's Outlook inbox, archived attachments ◦ Took detailed phone messages from investors ◦ Organized /maintained department hard drive filing system for analyst report archive ◦ Managed incoming investor website email for 7 companies ◦ Mailed SEC Filings per investor requests

Administrative Assistant to Legal Department
Coldwell Banker Residential Brokerage Headquarters, Waltham, MA (temporary assignment for Hollister)

May 2010 – July 2010

Supported 4 Corporate Attorneys ◦ Coordinated exchange and archival of documents between attorneys, real estate agents, field offices, and outside council ◦ Drafted legal letters and documents ◦ Entered/maintained case information in SharePoint and other proprietary software ◦ Recorded, scanned, and obtained approval for incoming invoices ◦ Created spreadsheets tracking sales agent legal training program ◦ Calendar management

Administrative Assistant to Senior Director
Fallon Healthcare Corporate Office, Worcester, MA (temporary assignment for Faith Casler Associates)

March 2010 – April 2010

Supported Sr. Director and Managers ◦ Manipulated data into multiple complex Excel documents daily to conform to many varying formats utilizing macros, formulas ◦ Calendar management for managers and Sr. Director ◦ Maintained filing system

Administrative Executive Assistant to President
Walton Systems International Inc., Chelsea, MA (full time and part time)

1991 – 2003, 2004 – 2006

1991 – 2006

Calendar management ◦ Prepared proposals, correspondence, reports ◦ Designed/maintained MS Excel spreadsheets ◦ Performed invoicing and input employee time schedules in Peachtree Accounting Software ◦ Developed promotional materials for print ◦ PowerPoint Presentations ◦ Proofread and formatted documents and web pages ◦ Maintained/ updated filing system

Administrative and Technical Assistant – Underground Utility Location (Big Dig)
Walton Systems International Inc., Chelsea, MA

2003 – 2004

Worked with Utility Location Team on the "Big Dig" project ◦ Developed and Maintained Documentation System for project ◦ Created Locus Sketches and detailed diagrams of located utilities ◦ Consulted with engineers and clients regularly to plan daily work ◦ Evaluated City of Boston Utility Plans to locate testing areas ◦ Utilized Radio Detection Equipment to locate underground utilities ◦ Marked test sites ◦ Supervised Vacuum Excavation Crew ◦ Prepared proposals, correspondence, reports

Additional Experience:

Real Estate Agent – Residential Sales / Apartment Rentals
 Zip Realty, Framingham, MA / Alpha Realty Group, Brookline, MA

2007 – 2009

Print Shop Representative

Ikon Office Solutions Print Shop within Reebok International Headquarters, Canton, MA

6 Month Contract 2006

Freelance Web Designer

Part-Time Personal Business for small businesses

2000 – 2010

Education:

2006 Real Estate License from American Real Estate Academy – Waltham, MA – *Salesperson Real Estate License Course* – State of Massachusetts. Obtained Real Estate License.

2001 Clark University – Braintree, MA – *Computer Graphics, Desktop Publishing and Web Page Design Certificate*

1995 Northeastern University – Boston, MA – *Music Business, Music Performance, Recording, Theory, General Courses*

1993 Framingham College – Framingham, MA – *General Courses*

Personal:

Paddle boarding ◦ DIY home improvement projects ◦ Yoga/Fitness ◦ Pets ◦ Music recording/production: singer/song writer/bass player