

ROBIN HUDSON
224 Seymour Place
Cary, North Carolina 27519
(860) 519-3943
rbnudson@sbcglobal.net

Dedicated and focused executive assistant professional with strong work ethic offering experience in supporting senior level executives. Ability to work efficiently and effectively in a fast-paced environment with changing priorities. Strong organizational skills, detail oriented with a focus on results. Excellent verbal and written communication skills and possesses the ability to communicate effectively across all levels of an organization. Proven ability to maintain strict confidentiality of sensitive information. Able to work with minimal supervision. Strong knowledge of Microsoft Office Suite.

WORK EXPERIENCE

Great American Insurance Group, Windsor, Connecticut (2013- July 2018)

Executive Assistant

- Supports the business unit President and Senior Executives in a variety of administrative function and confidential situations.
- Prepares, receives and responds to moderately complex correspondence ensuring all outgoing information meets quality standards.
- Maintain files (paper and digital), including highly confidential information as well as legal documentation.
- Schedules appointments and makes foreign and domestic travel arrangements. Maintains calendars and schedules appointments to ensure adequate time for discussions, efficient flow and the maximize executive's time.
- Verifies and prepares invoices, expense reports and other expenditures.
- Receives and screens telephone calls and visitors, directing to appropriate individuals when needed. Exercises judgment in meeting the needs of callers and visitors personally whenever possible.
- Administers programs, projects, and processes specific to the business unit served.
- Plans and executes the logistics for local business unit meetings and national manager's conference events.
 - Recommends selection and reserves the facility location, food and beverage selections, and group outings activities. Negotiates contracts with vendors / service providers.
 - Ensures arrangements for audiovisual equipment, transportation, etc.
 - Tracks expenses and prepares reports on cost for events.
- May serve as administrative liaison with others both internal and external to the organization regarding administrative issues related to purchasing, personnel, facilities and operations.
- Assists with the facilitation of logistics such as scheduling meetings, conference rooms, and conference calls.
- Performs other duties as assigned.

CT Association for Human Services, Hartford, Connecticut (2008-2013)

Executive Assistant

- Assist the Executive Director in all aspects of his work including: scheduling meetings, writing correspondence, and travel arrangements
- Act as liaison between Executive Director and Board of Directors
- Schedule and plan Bi-Monthly Board of Director meetings, including logistics

ROBIN HUDSON

- Prepare and distribute materials for Bi-Monthly Board of Directors meetings including minutes, agendas, notices, Executive Reports, and any other material requested by Executive Director
- Assist Business Manager with grant files, documenting incoming receipts and payments, and prepare funding acknowledgement letters
- Prepare and file expense reports in a timely manner
- Maintain confidentiality related to clients, staff and agency matters
- Maintain media and publication archives
- Coordinate internal and external meetings and events as needed for program and policy staff
- Collaborate with development staff on mass mailings, appeals, events logistics
- Train new staff on office equipment; troubleshoot technical issues
- Maintain office filing systems, including: photocopying, mailing and fax materials as needed

Edible Arrangements, West Hartford, Connecticut (2005-2008)

Office Manager/Customer Service

- Office Manager: perform duties such as open/close store, light accounts payable/receivable, reconcile billing statements, make banking deposits, procurement
- Take telephone orders, process internet orders, and assist walk-in customers with orders
- Help with arrangement production, quality control and deliveries when needed

Mass Mutual Inc. Co, Hartford, Connecticut (1997-2003)

Account Manager

- Primary contact on all new and inforce cases, interaction with producers, plan administrators, and individual certificate owners
- Entered new business applications ensuring they are in good order and issued accurately
- Account liaison to process and distribute all surrenders, partial withdrawals and loan requests
- Prepared premium billing valued to \$8 million through extensive research and reconciliation
- Maintained case documentation for 5,200 records and all related correspondence
- Provided professional, reliable and prompt service to all internal/external clients

Travelers Insurance Co, Hartford, Connecticut (1986-1997)

- Additional information provided upon request

EDUCATION/PROFESSIONAL DEVELOPMENT

<p>Tunxis Community Technical College, Farmington, CT Completed course work towards associates degree</p>	<p>National Seminars Training, Mission, KS Numerous administrative professional development seminars and webinars</p>	<p>Rockhurst University Continuing Education Center, Overland Park, KS Numerous administrative professional development seminars</p>
--	--	---

COMMUNITY INVOLEMENT

Girl Scouts of Connecticut – Troop Leader, Smith STEM Elementary School, 2005 – June 2018
 The Bridge Family Center West Hartford, Board of Directors, 2007 – 2010
 Member of Mayor’s Commission for Persons with Disabilities City of New Britain, 1996 – 1999
 Opportunities Industrialization Center of New Britain, Board of Directors, 1992 – 1997
 Families in Crisis Agency, Volunteer 1985 – 1995