Brigitte Barnett (Mosby)

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I am a proficient specialist with executive administrative experience of over 20 years in a professional environment, supporting C-Level executives, senior level administrators, Board of Directors, VPs, and CEOs. My intent is to become an associate of a dynamic organization like your own, where my diverse background and experience will be put to good use by aligning with the company core goals and values while continuing to advance my career.

***Snap Shot of Office Proficiencies***

* Financial Reconciliation & Research
* Project Management
* Expense Report Recon & Processing
* C-Suite Level Intl’ & Domestic Travel Coordinator
* Meeting & Event Planning Specialist
* Memo Writing and Distribution
* Extreme Professional Discretion
* Strong Written, Proofreading & Verbal Skills
* Flexible and Adaptable under Pressure
* Collects and analyzes Exec Info for Correspondence as necessary
* Composes Various Reports for Exec Staff
* Serve as Conduit/Gatekeeper for Execs, BOD, Congressman
* Complex Calendar Management

***Snap Shot of Program Proficiencies***

* Microsoft Office Suite
* Word, Excel, Teams
* PowerPoint
* Oracle, Visio
* Hyperion
* Haleo
* SharePoint
* ADP Payroll software
* Advantage Invoicing software
* Zoom
* Web-Base Amex/Concur Travel Systems
* LifeSize Audio/Visual Systems
* EtQ/Reliance Automated Systems Custom Confidential Records Retention Systems
* Audio/Visual Webinar Coordinator
* Peachtree Accounting
* Pivot Table construction, VLook ups
* Multiple copiers and scanners
* High speed 10-key entry and 70 wpm.

**Education**

Howard University, Washington D.C. - Communications/Accounting

Cheyney University, Cheyney, PA-Communication

 ***Professional Background and Experience***

***Kate Mosser Casting***  *12/12/2022-4/16/2023*

*Stand-In for actress Luna Lauren Velez: American Rust Season 2 & worked with Actor Jeff Daniels*

**Oxford Solutions-Client BNY Mellon** 9/7/2021-8/19/2022

Oxford Solutions is a professional staffing agency. Client is BNYMellon world wide partner of the Super regional Banks industry for the Global Risk Solutions Department

**Billing Specialist**

Research, reconciliation, investigative and extensive financial analytics, process inception billing of banking products for the Global Risk Solutions department. Process various maintenance requests on existing accounts, maintenance of advisor information billing database, contract review and invoice auditing, analyze & research client account historical data, including compliance corrections with supporting documentation and record maintenance. Monthly reconciliation of custodian transactions to ensure Directors and Regional manager accounts are in full compliance with full accuracy.

**L3 Communications-Display Systems Division** 1/2013-7/2016

Display Systems is a division of L3 Communications Global Corporation a Fortune 500 Company

**Senior Executive Assistant to the President**

* Provides superior senior executive administrative support to the President and eight additional Vice Presidents in all aspects of daily requirements.
* Heavy calendar management scheduling detail, screening emails and distributing to appropriate responsible staff
* Strategic Meeting coordination for the Divisional President, Vice Presidents, including foreign internationals, congressman and Corporate Executives
* Precision domestic and international travel logistics, compiling accurate expense reports with reconciliation
* Extensive record retention, organization and maintenance
* Compiling presentations, editing multi-million dollar bid proposals

**Meredith Corporation-ATL HUB Local Media Group**  10/2009-6/2012

*The Meredith ATL HUB Local Media Group is the focal division in the financial management of the 12 media television stations nationwide.*

**Administrative Assistant to the VP of Finance**

* Performed daily executive support primarily to the VP of Finance and also assisted the five additional

 Regional Business Directors.

* Provided daily management of VP’s calendar to maximize efficiency along with teleconferences, updates and timely notices to changes.
* Coordinated executive corporate travel logistics (business & personal)
* Extensive executive meeting and event coordination (both on-site and off), including agendas, itineraries, meeting logistics and a/v requirements.
* Processed and reconciled expense reports, financial documentation management and organization
* Comprised strategic analytic spreadsheets, quarterly budgeting reporting and distribution, teleconference and webinar construction
* Developed accounts receivable log reconciliations, constructed multiple financial spreadsheets for detail analysis
* Conducted successful internet research for most efficient corporate information and backgrounds.
* Managed office inventory, developed cost effective vendor negotiations and intricate management of multiple projects.
* ***Special Accomplishments***: Constructed and Designed an Executive Conference Room, Special design of Corporate Exhibit Display for trade shows which resulted in significant cost effectiveness, Successfully coordinated NABJ conferences with specialized detail and coordinated flawless off site meeting in Las Vegas with over 30 executive and staff members with an initial budget of 45K but was asked to downsize 50% without effecting the quality of the meetings and accomplished this with a 35% refund.

**CardiacAssist, Inc**. 7/2001-5/2009

*Develops, manufactures and markets circulatory support and other cardiovascular systems for cardiologists and cardiac surgeons.*

**Accounting Analyst/Assistant to the CFO**

* Promoted through the ranks from Receptionist, Accounts Payable Coordinator, and Assistant to the CFO, Account Analyst and office managerial duties.
* Honored by executive management and BOD as “Most Valuable Employee in Finance Department” in 2005.
* Performed accurate processing of A/P and payments in accordance with established procedures including domestic and international invoicing, VAT collections, and extensive A/P.
* Achieved multiple successes in negotiating and collecting more than 500K in clinical trial assets in less than a year from domestic and international hospitals. Also maintained strict confidentiality procedures and policies in accordance with the FDA.
* Reconciled and processed all expense reports for the CEO, executive staff and employees.
* Reconciled and processed Corporate American Express Business and Travel Accounts
* Coordinated executive business travel and calendar management.
* Provided assistance in sterilizing and testing medical devices manufactured by the company.
* Supported Engineering department in developing training manuals and various FDA regulated documents.
* Completed other duties including special projects while supporting senior management throughout the company such as departmental budgeting reporting and reconciliations.

**Vandyke Business Systems**  4/2000-7/2001

*A retail provider of multiple office equipment and document management solutions servicing various corporations and educational facilities*.

**Payroll Coordinator/Asst. to Director of Finance**

* Processed timely and accurate payroll for Non-Exempt and Exempt employees
* Conserved and processed accounts receivable, cash application, A/R deposits and adjustments and credit card transactions.
* Calculated and maintained commission spreadsheets and sales transactions.
* Supported Human Resource department with diverse assignments including unemployment audits, compensation and research projects as well as reconciliation of multiple financial spreadsheets and documents.

**Chatham College** 10/1997-8/1999

*One of the first historical all female colleges in the World,* ***Chatham University*** *is a private, co-educational institution offering undergraduate and graduate degrees*.

**Administrative Assistant to Dir. Of HR/Payroll Coordinator**

* Consistently processed and sustained payroll for 500 professors, staff, 70 hourly employees and 300+ students.
* Utilized expertise to contribute an efficient transition to an out-source payroll system.
* Responsible for all tax, health, 401K reconciliation and payments.
* Applied leadership skills to coordinate “Student Day” Work Study Program and supervised department intern.
* Completed other various assignments including accurate processing of union employee benefits.