

NATASHA HERRINGTON

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ASSISTANT TO DIRECTOR OF ATLANTA METROPOLITAN COMPLEX

Offering a 7-Year Progressive History with Merrill Lynch ... Consistently Producing Stellar Results

Highly organized, results-driven professional with proven track record of administering projects from conception through successful completion. Extremely client-focused with the innate ability to win trust and sustain long-term relationships with internal and external partners. Valued by executives for remaining calm in high-pressure situations, exercising flexibility and confidence to make sound decisions.

CORE COMPETENCIES

Executive Level Administrative Support | Calendar Management | Scheduling
Client Services | Conference Coordination | Event Management | Traveling Planning
Accounts Payable / Accounts Receivables | HR Administrative Assisting

PROFESSIONAL EXPERIENCE

MERRILL LYNCH | Atlanta, GA

Sept 2013 – Present

Director's Assistant | July 2012 – Present

Reliable support and liaison for Brookhaven complex Director and over 220 Financial Advisors and Client Advisors covering all 8 Atlanta offices. Entrusted as the only assistant privy to handle highly confidential information.

Complete expense reports and manage all travel arrangements from flights and car rental to lodging. Plan meetings, luncheons and conference calls, including preparing and disseminating materials/correspondence on behalf of the Director. Assist in on-boarding; training new and existing employees.

Designated as first point-of-contact for new hire administration process

- Overhauled offices' hiring system by implementing new processes that resolved numerous issues and significantly improved organization/efficiency of the hiring process.
- Play key role in on-boarding new recruits from other financial firms; compile and enter paperwork to ensure a smooth transition.
- Elevated level of security and accountability by refining the new-hire finger printing and background check process; expedited transmission of information to verifying agencies.
- Recognized for keeping HR files organized and up to date; accurately enter all hiring, salary changes and terminations in database.
- Prove successful in handling large volume of HR requests including compensation and incentives.

Praised by Director for the smooth functionality of all events, advancing responsibility to include planning and scheduling meetings, including high-level conference calls

- Successfully manage busy schedule, ensuring Director attends all scheduled conference calls with zero conflicts.

Recognized expert in Practice Management Development (PMD) training, aiding in successful transition from office to Bank of America

- Appointed to teach Practice Management Development (PMD) training to employees on tract to become Financial Advisors.

Manager's Assistant | Nov 2011 – July 2012

Provided high-level assistance to three Office Managers, including executing regular seminars and meetings.

- Valued for assisting management in daily operations, which proved instrumental in maintaining optimal workflow and productivity.
- Hand selected to lead special project arranging floor plans for all six offices that included 250 employees and 250 workstations.

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PROFESSIONAL EXPERIENCE CONTINUED

TRC STAFFING | Atlanta, GA

July 2011 – Sept 2011

Administrative Assistant

Assigned to provide administrative support and manage a multi-line phone system for 50 clients at Lang Lasalle, a commercial real estate company.

- Entrusted to administer billing for all clients, including variable and fixed charges.
- Cultivated communication pipeline for clients by designing and generating a bi-monthly newsletter.
- Coordinated and executed a large volume of client meetings and conferences including: creating materials, gathering RSVPs, handling food/beverage logistics and managing guest registration.

AXION | Atlanta, GA

July 2009 – May 2011

Temporary Executive Assistant

Quickly built reputation for providing superior assistance to company executives; repeatedly requested by numerous companies within construction, shipping and various other industries.

- Provided instrumental assistance in supporting ongoing needs during five-day retreat attended by hundreds of people; contributions included assembling materials and managing attendees.
- Effectively organized multiple responsibilities to manage daily office needs and multi-line telephone systems for numerous businesses.

CHASE, WHITEHEAD & GARDNER, LLP | Atlanta, GA

Sept 2004 – Feb 2009

Conference Service Assistant | Sept 2005 – Feb 2009

Aggressively recruited to permanent status after completing dual internships with the company. Assigned to newly created position managing 30 conference rooms. Served on various committees including: Wellness, First-Aid Certification, Breast Cancer Awareness and Staff Appreciation.

- Played pivotal role in building a web-based program that included a survey and enabled people to request items needed such as materials/supplies, floor plans and directories prior to arriving onsite at the office.
- Collaborated with Project Manager and Attorneys to close a multi-billion deal.
- Earned distinction as point-of-contact for all departmental events including: HR, Professional Development and Marketing.
- Valued for committee involvement, contributions included: gathering employees for daily walks, and handling catering, decorating and planning for Staff appreciation week.
- Developed and implemented new traditions at the firm, earning high acclaim from managers and employees.

EDUCATION

UNIVERSITY OF NORTH CAROLINA | Charlotte

Bachelor of Science in Business Administration | 2003**Associate of Science in Executive Administrative Assisting | 2002****TECHNICAL SKILLS**

Microsoft Word, Excel and PowerPoint; CRM

Inter Office Software: WMW+ | RazorGator | Concur (expense reporting system) | My HR