JOY SHABANSKY

SUMMARY OF QUALIFICATIONS

Seasoned professional with proven success in office administration and support. Superior communication skills with experience interacting with international and domestic clients, staff and executives. Profficient in MS Office applications including Word, PowerPoint, Excel and Outlook as well as Internet applications. Extensive experience with Direct Marketing and Investor Relations as well as Office Management. Comfortable in small and large environments. Team-oriented. Fluent in German.

RELEVANT SKILLS

Office and Administrative Support

- Over ten years of experience supporting C-level individuals as well as groups in various industies including Finance, Fashion and Technology. The past six years I have supported executives within banking, private equity, investment management and hedge fund services.
- Processed and payed vendor invoices using Quickbooks.
- Coordinated outside vendor and IT support.
- Collected and maintained compliance related materials including personal investment statements and yearly compliance affidavits.
- Assisted with annual audit preparations.
- Managed heavy call volumes on multiple phone systems.
- Performed demanding calendar scheduling for multiple individuals.
- Arranged both domestic and international travel.
- Maintained office facilities and equipment.
- Compiled complex expense reports.
- Oversaw the build-out and renovation of office facilities including vendor and contractor selection as well as budgeting.
- Frequently interacted with industry executives and their staff.
- Coordinated employee incentives such as flex-time, bi-weekly massages and various other perks.
- Conducted employee interviews and pre-screening.

Trade Support

- Prepared the trading systems for the daily market open.
- Prepared and executed end-of-day trade processess.
- Reconciled Brokerage reports to internal reports on a daily, weekly, monthly basis.

Marketing and Investor Relations

- Implemented an e-mail marketing solution to aid in the distribution of weekly, monthly and quarterly investor correspondence.
- Created and compiled presentations, marketing material and correspondence.
- Arranged investor meetings and coordinated due diligence visits.
- Planned and managed conference itineraries and events.
- Compiled monthly investor reports.
- Coordinated semi-annual marketing meetings for international and domestic staff.
- Conceptualized and developed semi-annual direct marketing campaigns for high-end clients.
- Managed a yearly project budget of €40,000 and consistently realized significant budget savings.
- Planned and coordinated fundraising events with clients and venture capitalists.

EMPLOYMENT HISTORY

Mar. 10 – Present	Office Manager/Exec. Assistant, Hedge Fund – New York, NY
Nov. 08 – Aug. 09	Executive Assistant, Private Equity Firm – New York, NY
Jul. 05 – Nov. 08	Executive Assistant, German Real Estate Bank – New York, NY
Jan. 04 – Jul. 05	Executive Assistant, German Bank – New York, NY
Mar. 01 – Jan. 04	Direct Marketing Coordinator, Luxury Fashion – Bregenz Austria
Jun. 98 – Jan. 01	Executive Assistant/Office Manager, Web Development – Seattle, WA

EDUCATION

Hauptschule Oberau	Giesingen/Austria
Perth Academy	Amsterdam, NY

SKILLS

MS Office: Word, PowerPoint, Excel, Outlook; Lotus Notes; Photoshop; QuickBooks; Sungard VPM; Omgeo Oasys; AS400; Summit; Bi-lingual (English/German)