

Janet Lombardo

815 Kiley Parkway, Unit 1704 Sparks, NV 89436

516.972.2832

Janet.Lombardo@gmail.com

janet-lombardo-79a4422/



Highly organized, dedicated and technically skilled business professional with a versatile administrative support skill set developed through years of experience as an office manager, executive assistant, and event coordinator. Adept at managing schedules, coordinating meetings, and managing confidential information with discretion. Proven ability to streamline processes and improve efficiency.

Skills

- Accounts Payable/Receivable
- Budget Management
- Calendar Management
- Complex Travel Management
- Email Marketing
- Expense Management
- Meeting Planning
- Office Management
- Personnel
- Prevention Specialist in SPF
- Presentation Skills
- Program Management
- Social Media Marketing
- Team Building and Supervision
- Vendor Management
- Website Administration
- Adobe CC
- Canva
- Constant Contact
- Google Calendar/Suite
- HubSpot
- MS Office Suite
- Navan/SAP Concur
- SharePoint
- Word Press

Experience

MAY 2021 – PRESENT (Remote)

- **Executive Assistant / Blockchains, Inc., Sparks, Nevada**

Executive Assistant to Senior Vice President of Business Strategy and Vice President of Marketing. The position included supporting multiple executives across different time zones. I was responsible for email support, coordinating travel, calendaring, and processing expense reports. Managed a wide range of tasks that include:

- Budget Management: - Created and managed a budget tracking system for the Marketing, Business Development and Business Strategy teams. Processed all invoices for payment, working closely with the finance department. Monitored budgets, prepared financial reports by vendor as needed. Reconciled corporate credit card purchases against GL.
- Vendor Management: Managed and tracked contracts and NDAs for partners and third-party vendors. Managed all vendor invoices to ensure timely payment. Collaborated with vendors to facilitate seamless access to our SharePoint and Teams channels.

- Marketing Support: Assist with the creation and implementation of marketing campaigns. Created and maintained a SharePoint asset library. Managed logistics and provided onsite support for an offsite Business Development partner event, which included venue selection, catering, invitation creation and contract negotiation with the venue. Collaborated with multiple vendors and maintained a strong relationship with partners to ensure a successful event.
- Business Development Support: Worked closely with the BD team on multiple projects by conducting research on potential partners, competitive analysis and identifying potential industry events to attend.
- Website/CMS Management: Created website and CTA forms for a BD partner microsite. Created a landing page for an offsite activation. Managed HubSpot for Marketing and Business Development. Created and maintained a SharePoint intranet site for the Business Strategy team.

Other tasks performed: Maintain files, manage sensitive information with discretion and always maintain confidentiality. Function as liaison between executives and internal/external stakeholders, handling correspondence, and managing emails.

JANUARY 2020 – APRIL 2021

Project Coordinator / YES Community Counseling Center

Coordinated the activities of the Levittown Community Action Coalition (LCAC) as required by the ONDCP, Drug Free Communities Grant.

Planned and executed the coalitions action plan with the goal of reducing substance use and misuse in the Levittown and Island Trees Communities. This includes, but is not limited to developing needs assessments, goals, objectives, and strategies that support the reduction of risk factors and the enhancement of protective factors, using the Strategic Prevention Framework (SPF) model.

Responsible for the following:

- Media relations
- Oversee youth coalition activities.
- Develop, and conduct educational presentations.
- Conducted steering committee and general coalition meetings.
- Coordinated and conducted focus groups, key informant interviews.
- Administered surveys.
- Collaborated closely with Steering committee.
- Managed all activities and executed all grant reporting requirements and continuations.

DECEMBER 2017 – MARCH 2020

Owner & President / South Shore Media & Publishing, Copiague NY

Publisher South Shore Living Magazine/Web Designer, Content Management

Program Manager: create magazine content: conducted research for articles, created ads, design magazine layout. Oversee final product. Promoted magazine on social media and oversee distribution. Design, develop, and maintain websites for small business clients.

AUGUST 1990 – DECEMBER 2017

Personal Assistant to Senior Vice President of Sales and Marketing/ Executive Assistant to CMO/Office Manager

- Tenure: 27 years
- Promotions: Multiple, reflecting consistent performance and dedication
- Oversee all office operations and manage a team of seven full-time administrative staff.
- Calendar Management: Scheduled and coordinated meetings, appointments, and events. Managed the executive's calendar to avoid conflicts and ensure efficient time use. Sent reminders and follow-ups for upcoming meetings and deadlines.
- Communication: Drafted and edited emails, memos, and other communications on behalf of the executive. Screened and prioritized incoming calls and correspondence. Facilitated communication between the executive and internal/external stakeholders.
- Travel Arrangements: Planned and booked travel itineraries, including flights, accommodations, and transportation. Prepared detailed itineraries and ensured all travel arrangements are in place. Managed travel-related issues and changes promptly.
- Meeting Preparation: Prepared agendas and materials for meetings. Take and distribute meeting minutes. Organized catering and other logistics for meetings and events as needed.
- Project Management: Assisted in planning and executing projects. Tracked project progress and ensured deadlines were met. Coordinated with team members to ensure project tasks were completed on time.
- Administrative Support: Maintained comprehensive records and filing systems. Managed minor accounting tasks, such as expense reports and invoices. Ordered office supplies and managed inventory.
- Confidentiality and Discretion: Managed sensitive information with the utmost confidentiality. Ensured secure storage of confidential documents and data. Exercised discretion in all communications and interactions.
- Problem-Solving: Anticipated and addressed potential issues before they escalated. Provided solutions to administrative and logistical problems. Adapted quickly to changing priorities and demands.
- Event Coordination: Plan and organize company events, meetings, and conferences. Coordinated logistics such as venue booking, catering, and guest lists. Ensured smooth execution of events from start to finish.
- Relationship Management: Built and maintained strong relationships with internal and external contacts. Liaison between the executive and other departments and clients. Fostered a positive work environment through effective communication and support.

Education

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High School Diploma / Massapequa, NY

- Graduate of Community Anti-Drug Coalitions of America's (CADCA) National Coalition Academy
- CADCA's National Coalition Academy in 2021

Professional Certification

- Canva Essentials
- Human Trafficking Prevention & Intervention – Florida State University, March 17, 2021