

# Robin Langton

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## Experienced Confidential Executive Assistant

Competent, creative, and detail-oriented professional with diverse administrative experience across multiple industries. Able to provide a full range of executive administrative support Possesses advanced written and verbal communication. Can be trusted with the most sensitive and highly confidential information. Able to establish relationships with all stakeholders to build rapport. Proven history of collaborating cross-functionally to successfully drive complex projects. Consistently deliver high quality work within established time frames in a constantly changing environment. Able to perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. Coordinated and scheduled C-Level travel logistics, meetings, and events. Proven ability to oversee a demanding office, prioritize tasks to meet crucial deadlines. Solid knowledge of general office procedures, protocol, and professionalism. Flexible and committed to working as much as needed to complete projects or tasks. Recognized for dependability and strong work ethic. Areas of expertise include:

- Client Service & Engagement
- Strategic Planning
- Superior Time Management
- Meeting & Travel Coordination
- Team player & Fast Learner
- Oral & Written Communication
- Complex Problem-solving
- Data Analysis& Data Entry
- Good Judgment & Integrity
- Prioritize & Coordinate Multiple Tasks
- Budget & Financial Awareness
- Organized & Detail-Oriented
- Project Management
- Troubleshooting
- Excellent Listening Skills

### SELECTED PERFORMANCE HIGHLIGHTS

- Planned and coordinated professional meetings, conferences, and conference call with short deadlines and minimal supervision.
- Researched, compiled, and assimilated, and prepared sensitive and confidential documents, and briefed executive(s) on the contents.
- Screened and reviewed in-coming emails, reports, and correspondence, assessed, and organized relevant information.
- Perceived as the go-to person for urgent assignments with tight deadlines requiring a high level of accuracy.
- Trusted by managers and peers as a proven and reliable team player.

### EXPERIENCE

**UPTAKE** | Chicago, IL

**07/2015 – 09/2020**

#### Executive Assistant

- Provided extremely sensitive and confidential administrative support duties to all C-suite level executives.
- Successfully manage executives' calendars, travel, and expenses.
- Coordinated internal and external client meetings, team dinners/outings/events, and general office operations.
- Partnered closely with recruiting to schedule new hire interviews, orientation, and onboarding.
- Drafted, produced, and proofread business correspondence for the President and other C-level executives.
- Researched and provided accurate prep material for industry conferences and sales meetings.
- Engaged with project managers to coordinate and galvanize teams to gather needed materials for speedy and accurate project completion.
- Worked closely with customer success teams to manage and maintain positive relationships with clients.

**MANIFEST LLC.** | Olney, MD

**11/2014 – 07/2015**

#### Executive Assistant / Special Projects Manager

- Supported both the CEO and the President of the company, and handled travel schedules, event coordination, presentation creation, and miscellaneous daily tasks.
- Served as employee relations and company events coordinator and assisted Human Resources with maintaining personnel file maintenance.
- Researched and oversaw candidates in partnership with the Recruiter.
- Tracked travel expenses items purchased on the company card. Ordered and maintained inventory for the office including miscellaneous office supplies, snacks, and kitchen goods.

**SONNETS (formerly American Kidz Academy) | Chicago, IL**

**08/2013 – 11/2014**

**Assistant Director**

- Facilitated student enrollments, oversaw new customer relations, and family orientation.
- Led and provided direction to a team of 30 employees daily and oversaw the organization's employee payroll system.
- Reviewed and completed company file audits. Trained on DCFS regulations and ensured classrooms were up to code.
- Created weekly lesson plans and implemented activities that promoted the social, cognitive, behavioral, and physical development of children.
- Performed bi-annual assessments and parent-teacher conferences to communicate each child's progress with their developmental milestones.
- Ensured constant and timely communication with parents regarding illness, injury, and disciplinary matters.

**NEUROCOGNITIVE DEVELOPMENT LAB AT UNIVERSITY OF MISSOURI | Columbia, MO**

**09/2012 – 05/2013**

**Laboratory Assistant**

- Coordinated all set up of experiments, data collection, and computer analysis.
- Trained and instructed participants for all cognitive reaction time testing.
- Designed marketing materials that increased student participation.

**EDUCATION & TECHNICAL SKILLS**

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**Bachelor of Arts in Psychology, emphasis in Multicultural Studies | University of Missouri, MO**

**ACADEMIC MEMBERSHIPS:**

Public Relations Assistant, Executive Recruitment Committee Member - Phi Mu Sorority | Columbia, MO 2009 – 2013  
Member - Psi Chi | Columbia, MO 2011 – 2013

**TECHNICAL SKILLS:**

Microsoft Office Suite | Excel & Google Spreadsheets | PowerPoint & Keynote | G Suite | Data plus conversion | CRM  
Zoom | Skype | Join-Me | Blue Jean | Slack | QuickBooks, Expensify, FreshBooks