

Karen Saucedo

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Strengths and Skills:

- Extensive experience supporting senior, C-Level executives and their teams
- At ease with strong personalities, fast-paced settings, strict confidentiality
- Excellent communication skills and a proven networker who knows the value of creating and maintaining good relationships with a wide variety of individuals inside and outside the company
- Exceptional organizational and project management skills; Experienced in organizing meetings and agendas, maintaining calendars, arranging complicated domestic and international travel itineraries, reconciling expenses and handling supply, facilities and human resources issues.
- Advanced skills in MS Word, PowerPoint (Board-level custom-animated presentations), Outlook, Excel (formulas, linked books, conditional formatting), Visio (organization and workflow charts, floor plans, many others). Skilled also in iManage legal recordkeeping software, Dreamweaver MX for web, Adobe Illustrator, Paintshop Pro, and Animator graphics programs, Access, ACT, and Goldmine database programs, Hydra project coordination software
- Intuitive, proactive, creative; A seasoned, positive professional

Professional History:

Jul 2006 – Present

NORCAL Mutual Insurance Co.

San Francisco, CA

- Administrative Assistant to SVP, Chief Legal Officer, Corporate Secretary – Legal Department
Duties include all corporate regulatory filings – both state and dept. of insurance, project coordination and tracking, contract maintenance, calendar maintenance, meeting arrangements, catering for Board meetings, expenses, invoice tracking, travel arrangements, correspondence (formal written and email), reports, detailed, formulated Excel spreadsheets, organizational charts, comprehensive Word documents, professional PowerPoint presentations with graphics and animation, department supplies and facilities issues, department mail preview, occasional phones. Excellent recommendations available.

Jan 2006 – Jul 2006 High-Level Temp Agency Assignments – Financial Dist., San Francisco, CA

- Three consecutive assignments for the prestigious law firm of [Heller Ehrman LLP](#), one assignment at BlackRock Investments. Duties included Project Coordination for Attorney Recruiting Department, Executive Assistance to two directors with all standard EA duties of travel, calendar, meetings, expenses, research and document preparation, and the setup of a Database Program and Tracking System for a summer attorney recruiting program. Also took the initiative to set up a comprehensive expense tracking program, a procedures manual, and a revised organizational chart in Visio with photos.

Sept 2004 – Nov 2005

Right Management Consultants

San Francisco, CA

- Executive Assistant and CSA, Organizational Consulting
Right Management Consultants provides organizational consulting and career transition services to client companies. Duties included meetings and travel for VP and staff, onboarding of adjunct consultants, processing of timesheets, providing project support including proofing, formatting, creation of new documents and reports, correspondence, print projects, and tracking project progress. Maintained publications, subscriptions, and memberships. Processed invoices and worked with various outside vendors. Mill Valley and Oakland offices merged with San Francisco, under reorganization, resulting in elimination of two of our four “product” lines, downsizing, and layoffs.

Apr 2003 – Jun 2004

Hall Kinion & Associates, Inc.

Novato, CA

- Executive Assistant to Jeffrey Evans, EVP, Professional Services Division – Corporate Office
Corporate Headquarters of this international publicly traded company that provides specialty staffing for hard-to-place positions in a variety of industries. Handled calendar, meetings, correspondence, travel, expenses, presentations, reports, and staff changes. Ran weekly, monthly, and annual roll-ups

on all field numbers. Hall Kinion was acquired by Kforce of Tampa Florida. The Novato office closed with 100% layoffs. (See [Kforce](#) website press releases for more information.)

Feb 2002 – Apr 2003

Autodesk, Inc.

San Rafael, CA

- Executive Assistant to Eli Rosner, Chief Technology Officer/Director Product Management, Location Services Division – Corporate Office
Autodesk is a computer software firm renowned for such products as AutoCAD, Inventor, and Discreet. Supported Eli and his staff of six product managers. Produced complicated tracking reports and spreadsheets, Visio timelines, org charts, and dataflow diagrams, PowerPoint presentations, complicated international travel itineraries and agendas. Managed calendar, meetings, equipment and supplies for Eli and team. Eli Rosner: 415-507-5728. eli.rosner@autodesk.com. Letters of Recommendation available upon request. This was to be a nine-month temporary position. It continued for fifteen months as my manager hoped that the hiring freeze would be lifted and he could hire me permanently. Unfortunately, the hiring freeze continued and the assignment, in keeping with internal policy of a nine-month limit finally was ended.

Sept 2000 – Jan 2002

Matrix

Novato, CA

- Office Manager - Human Resources Director and Assistant to the Executive Director
Non-profit agency assisting families and their children with disabilities. Duties included all Human Resources issues, policies, procedures, benefits, payroll, supplies, facilities, computer maintenance, writing and publishing of the monthly on-line newsletter, creation of brochures and flyers, and assistance to the Executive Director, Deirdre Hayden. Matrix, a non-profit organization, was deeply affected by the financial implications of 9-11. My position was eliminated and duties divided between the accountant and the agency director.

1998-2000

Fair, Isaac and Company, Inc.

San Rafael, CA

Credit-scoring software company. Creator of the “FICO” score.

- 1999-2000 Executive Assistant to Sue Simon, EVP, Director, Corporate Strategy – Corporate Office
Supported Sue and her team of five project managers including two Vice Presidents by maintaining all departmental issues, providing executive assistance, and creating and maintaining reports, records, and PowerPoint presentations to the Board of Directors
- 1998-1999 Administrative Assistant – Credit Bureau Division
Re-formatted technical reviews, maintained the division’s web-based employee training program including the web files, scheduling, room and equipment arrangements, assessments, and follow-up reports. Provided other individual assistance to members of the department as needed. After a year in this division, I moved into the position of assisting Sue Simon, EVP of Corporate Strategy

1995-1998

Federated Department Stores

San Rafael, CA

- In-House Operations Administrator - Macy’s Village, Macy’s Northgate, Macy’s Novato
Managed the cash office, gift-wrap dept., and flyer/on-calls pool. Total of 14 direct reports. Total responsibility for ordering all in-store operating supplies with an annual budget of approximately \$400,000. Planned and made expenditures, processed journal entries, transfers, and accruals to maintain accounts. My stores were always well supplied, yet always within budget. Created several helpful Excel spreadsheets and reports, which the regional expense manager adopted for use within his 6-store region. Managed the in-house safety program and brought the store’s score from 33% to 99% out of a possible 100% within two years – remarkable in a retail environment.

1986-1994

Jarcik Insurance Agency, Inc.

San Rafael, CA

- Executive Assistant to Agency VP/Commercial Lines Mgr.
- Licensed (State of California) Property & Casualty Insurance Solicitor
Assisted Blair Jarcik, Agency VP/Commercial Lines Mgr. with agency administrative duties and with his personal book of commercial accounts. Sold, and serviced commercial insurance involving communications with high-level clients and their controllers as well as the insurance companies. Negotiated policies, renewals, pricing, financing, processed endorsements and claims, made outside calls as necessary. Received and maintained my own book consisting of all commercial insurance for the Marin County Dental Society and each member’s individual practice.