

# NINA LEMONNIER

## ADMINISTRATIVE PARTNER

I am a scrappy builder of things and an organizer of chaos. I have 8+ years of experience in administration working closely with Executives to streamline and bolster their velocity. It has shaped the way I own projects, how I work & collaborate with cross-functional teams & the art of prioritization.

## EXPERIENCE

### EXECUTIVE ASSISTANT

WeWork | Oct 2018 - Apr 2020

- Supported key executives Andy Palmer VP of Product, John Ahn VP of Engineering & Dina Berrada, VP of Product.
- Tracked and remedied over 200K in expenses.
- Assisted with team building initiatives & overall support of for maintenance of organizational culture & employee moral.
- Organized a domestic offsite with a budget of 100K.
- Interfaced with colleagues and fellow executives to forecast for major deadlines and projects.
- Handled three complex calendars and regularly conducts meeting audits to optimize time.
- Built trust with executives and internal / external stakeholders of all levels.

### ADMINISTRATIVE ASSISTANT

Weber Shandwick | Jan 2015 - Oct 2018

- Supported SVP of Tech Practice, SVP of Media Relations Team, SVP of Consumer Practice.
- Organized over 100 domestic & global travel bookings and itineraries.
- Established and tracked departmental budgets across projects in conjunction with team leads.
- Provided communications support in drafting reports, presentations, pitches, board newsletters, & staff communications.
- Meet regularly with team leads to develop & track progress against goals, & flagging projects or goals requiring resources and attention.

### ADMINISTRATIVE ASSISTANT

Wunderman Thompson | May 2013 - Jan 2015

- Supported SVP Group account director of the United Airlines team Backup support to Executive admins in HR, Strategy & Creative.
- Assisted executives with company expense reports.
- Drafted and proofread internal announcements and company-wide initiatives.
- Led Client coordination and travel for sales team.
- Oversaw schedules of sales team & coordination for a wide variety of projects.

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## SKILLS

Scheduling  
Expense Management  
Calendar Management  
Proofreading  
Budgeting  
Record Keeping  
Program Management  
Travel Booking  
Event Coordination  
Agile Methodology  
Project Management  
Stakeholder Management  
Copywriting  
Microsoft Suite  
Google Suite  
Customer Service  
Interpersonal Skills  
Gatekeeping

## EDUCATION

### PRODUCT MANAGEMENT

General Assembly  
Dec 2019

### BACHELOR OF ARTS

Saint Peter's University  
May 2012

Communication