

Wanda Gilles

Executive Assistant / Meeting & Event Professional

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Career Summary

Skillful, dedicated Executive Assistant and professional Meeting and Event Planner with extensive experience in executing the coordination, planning, and support of daily operational and administrative functions

- Versatile office management skills
- Proficient in Microsoft Office programs
- Strong planner and problem solver who readily adapts to change
- Independent worker that exceeds expectations
- Able to juggle multiple priorities and meet tight deadlines without compromising quality
- Professional Meeting and Event Planner with over 25 years of experience with small and large meetings
- Member of Meeting Professionals Internationals – Wisconsin Chapter

Experience

Understory, Inc

Executive Assistant to CEO

Corporate Event Manager

March 2020 – Present, Madison, WI (Note: I have been furloughed due to COVID-19)

- High-level Executive Support to the CEO and his Leadership Team
- Support to the Board of Directors
- Calendar control for CEO and Understory Corporate Calendar
- Corporate Event Manager for all external meetings
- Assisting Human Resources with updating of Policy and Procedures
- Approval of Expense reports on behalf of CEO
- Softwares we worked in Google Suite, Zoom, Slack, Trello, and Expensify

TASC aka Total Administrative Services Corporation

Executive Assistant to President of Microbusiness

March 2011 – March 2020, Madison, Wisconsin

- High-level support to Executives, Board of Advisors and Board Inner Circle Team
- Key leadership team member to Microbusiness division that has increased their sales by more than 20% year over year for over 6 years
- Executive Support team trainer and mentor
- Self-taught Smart Boards and executed training for all Executives and their Executive Support staff
- Execute the planning for Microbusiness Sales Division's Annual meeting, National Sales Meeting, Quarterly Executive Strategic Meetings and Retreats and many more as needed upon request of Leadership

Physicians Plus Insurance Corporation

Executive Assistant to Vice President & Chief Sales & Marketing Officer

November 2009 – February 2011, Madison, Wisconsin

- High-level Executive Support to Executive Leadership Team and to the Sales and Marketing departments
- Controlled the process of the monthly commission reporting for all Sales team members
- Managed all Agent Relationship Building events and meetings, while keeping these events under budget
- Managed co-sponsored charity events for Physicians Plus and Meriter Health Services
- Executed meetings and minutes for the Integration Council between Meriter Health Services, Meriter Medical Group and Physicians Plus

WPS Health Insurance

Administration Supervisor, Corporate Sales Event & Meeting Planner

January 2002 – November 2009, Madison, Wisconsin

- Executive Assistant to Vice President of WPS Commercial Sales and 4 Regional Vice Presidents
- Managed and planned all Sales meetings throughout the year and worked with a team of staff to plan and administer the Agent events we held throughout Wisconsin
- Key contact for the Corporate Sales department
- Liaison for Sales department regarding Employee Services/Human Resources
- Developed and maintained the weekly sales reports that were used by the Top Management Group of WPS
- Key member in planning company-wide events; i.e. Thunder Run Harley Davidson Fashion Show & Volunteer Recruitment, Team Lead for Heart Walk for American Heart Association, Team Lead for Joint Walk for Arthritis Foundation

Conney Safety Products

Personal Assistant to Owner & Executive Assistant

April 1988 – January 2002, Madison, Wisconsin

- Personal Assistant to Owner and Executive Assistant to multiple Executives
- Administrator for the Advisory Board of Directors
- Executed the annual company meetings, picnics, holiday parties, sales meetings, and employee meetings
- Key member of the Human Resources team that created the first Company Policy manual
- Implemented an Administrative Backup Team that saved the company over \$100,000 a year on temporary services costs
- Key contact for two building additions to keep the contractors and facilities crew on time and within budget

Professional License & Certifications

Wisconsin Life and Health Insurance License

Certified Administrative Professional

Certified Professional Secretary