

Wanda Gilles

Executive Assistant / Meeting & Event Professional

6487 S Windsor Prairie Road
Deforest WI 53532

608-576-8266
Wanda.Gilles@yahoo.com

Career Summary

Dedicated C-Level 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 – August 2020 – COVID-19 layoff

- 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
- 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
- Executed 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
- Proficient in Microsoft Suite software

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
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Professional Associations

Board of Director for Gunning for Hope – 501(3)c organization that raises money for Cancer Research

Board of Director of Special Events for MPI-WI Chapter – Professional Meeting & Events Association