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| Thomas R. Turner | thomasturn2@gmail.com • (347) 220-4149LinkedIn • Bronx, NY, 10461 |

Executive Assistant

***Accomplished and detail-oriented professional with extensive experience performing various secretarial duties of confidential nature for attorneys, paralegals, and managers to maintain accuracy and timeliness.***

Instrumental leader; expert at interacting and communicating effectively and professionally with clients and colleagues in-person, via telephone or video, and in writing. Adept at coordinating global calendars and effectively scheduling meetings across various time zones to ensure seamless communication and improve productivity. Well-versed in performing various activities such as handling heavy calendars, answering and directing emails, managing travel arrangements, administering expense reports, and processing departmental invoices. Possess excellent communication, organizational, and time management skills and solid understanding of legal terminology and procedures, including organizing meetings, drafting legal documents, and conducting legal research. Proficient at building professional relationships with team members and senior management at all levels.

Areas of Expertise

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| * Meeting Management & Preparation
* Calendar & Schedule Management
* Travel Coordination & Logistics
* Event planning and execution
 | * Team Management & Leadership
* Budget & Expense Management
* Project & Event Management
* Document Design & Delivery
 | * Cross-Functional Collaboration
* Correspondence Management
* Data Analysis & Reporting
* Administrative Support
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Career Experience

Anheuser Busch Inbev – New York, NY 2022 – Present

Department Executive Assistant

Ensure smooth and efficient operations by providing high-level support to key executives in Global Experiential and In-House Agency, Global Partnerships, Beyond Beer, and Marketing Culture and Capabilities departments. Manage and process expenses in adherence to company guidelines to maintain accuracy and timeliness. Coordinate global calendars and effectively scheduling meetings across various time zones, resulting in seamless communication and improve productivity. Prepare high-quality meeting materials and presentations to ensure that executives had necessary resources to effectively communicate with key stakeholders. Delivered exceptional hospitality by registering office guests both internal and external.

* Successfully secured necessary visas for international travel to high-profile events such as Super Bowl, World Cup, and Cannes Film Festival, enabling executives to travel without delay or complications.
* Facilitated successful organization of department events, including workshops, management meetings, and team-building activities, fostering positive and productive team culture.
* Partnered with people team to oversee on-boarding and off-boarding activities for department members, resulting in streamlined and effective process.
* Executed special projects independently, coordinated required activities, and interacted with internal and external sources to obtain required information.

Cushman And Wakefield (Contract) – New York, NY 2021

Executive Administrator

Delivered high-level administrative support for Executive Managing Director and Managing Director of Leasing Agency Department. Operated independently and within team on special non-recurring and ongoing projects. Served as liaison with other departments and outside agencies, including executive-level staff. Oversaw and update executive’s contacts to maintain current telephone numbers and email addresses. Ensured executive's licenses, memberships, and subscriptions are up-to-date, and facilitated renewals as needed.

* Prepared expense reports, attained receipts as needed, and reconciled all credit card charges accurately within required deadlines each month.
* Initiated and responded to executive correspondence as well as handle confidential and non-routine information.
* Managed executive calendar to schedule and organize complex activities such as meetings and travel.

Fried, Frank, Harris, Shriver and Jacobson (Contract) – New York, New York 2019 – 2020

Legal Executive Assistant

Provided high-level administrative support practice attorneys by engaging with Real Estate, Litigation, and Restructuring practice group teams. Performed various activates such as processing case openings, conflict checking, and time entries through InTapp. Processed expenses and invoices through Chrome River.

* Managed document formatting by using TOA, TOC, Best Authorities, and Hyperstyles, redline and black line comparisons (PDF, WORD, POWERPOINT, and EXCEL).
* Organized and arranging group meetings through LIBRIS and analyzed mailings by utilizing FedEx and Hand Delivery.

Guidepost Solutions – New York, NY 2016 – 2019

Legal Assistant

Supported Chief Compliance Officer, Deputy General Counsel, and Senior Managing Director with high-level administrative tasks. Created proposals and presentations for Avon, Pacific Gas and Electric, Lowenstein and Sandler, NYCHA, and AmerisourceBergen. Reviewed and edited documents with high-level markups and redlines to ensure version control. Oversaw and managed expenses and time entries to assure timely processing.

* Generated and transmitted client invoices and accounts receivables as well as tracked and recorded business opportunities and case openings in Salesforce.
* Scheduled and organized meetings, calls, and international and domestic travel for direct reports.
* Coordinated 2017 compliance and ethics training for New York office at Cornell Club.

Reed Smith, LLP – New York, NY 2011 – 2016

Legal Assistant

Generated precise client invoices, including comprehensive fee details, cost center information, and client revisions by utilizing 3E. Facilitated blacklining, redlining, and version control for multiple documents through CompareShare and Word. Designed and developed persuasive client pitch PowerPoint presentations. Managed check requests, expense reports, and new business intake, including conflicts checks, and ensured appropriate follow-up using 3E. Maintained accurate time entries for billing purposes for partners and associates.

* Collaborated with business development department to produce bond volumes for company's library.
* Coordinated domestic and international travel arrangements for three partners and two associates.
* Promoted company's practice by collaborating with marketing department.

Additional Experience

Sr. Executive Assistant, Member Body Development, International Federation of Accountants – New York, NY

Executive Assistant, Compliance Department, New York City Economic Development Corporation – New York, NY

Sr. Administrative Assistant, Department of Institutional Advancement, Spelman College – Atlanta, GA

Administrative Secretary, Nutrition, Food Studies, and Public Health Department, New York University – New York, NY

Development Associate, Department of Development, Center for the Independence of The Disabled – New York, NY

Development Assistant, Executive Office, Harlem Dowling Westside Center – New York, NY

Education

Degree/Qualification/Diploma Name

Howard University – Location

Certifications

Notary Public, Bronx County, 2026

Technical Proficiencies

MS Office Suite | Hyperstyles | InTapp | Nuance PDF Pro | DocXTools | Litera | Workshare | iManage | 3E | DTE | Salesforce | Chrome River | Metastorm | Jovaco | Lexis Nexis | PACER | Wix | WebEx | MS Teams | Zoom | Concep | Egencia | International and Domestic Travel Arrangements.