

# Tammie J. Monaco

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## Summary of Qualifications

Accomplished Executive Assistant with an MBA and over a dozen years of experience handling a wide range of administrative and executive support-related tasks. Confident working independently in a fast-paced environment with minimal supervision. Provides a variety of complex and highly discreet functions while maintaining professionalism and tact.

## Professional Experience

- Executive Assistant**, LifeBridge Health, Baltimore, MD January 2010 - Present
- Calendar and scheduling management as well as document and report preparation for Vice President
  - Accountable for departmental budget of over \$5M; prepared and reconciled monthly financial reports
  - Prioritized and managed multiple projects simultaneously and followed through on departmental issues
- Owner**, Beck-n-Call Event Services, LLC, Sparks Glencoe, MD 2005 - Present
- Booked events and scheduled staff of 30 plus in self-started "Best of Baltimore" event staffing company
  - Prepared reports and financial data, managed invoicing, and designed forms and databases
  - Managed finances, booked advertising and performed targeted marketing including mass mailings
- Executive Assistant**, Maryland Saddlery, Butler, MD 2005 - 2010
- Coordinated and prioritized high-level administrative, executive, and personal support to Owner
  - Conducted research, handled information requests, increased productivity and notably reduced costs
  - Developed all outgoing communications including email campaigns and customer correspondence
- Personal Assistant**, Multiple Clients, Baltimore, MD 2001 - 2010
- Oversaw household management, compiled research, presented findings and implemented projects
  - Arranged travel and accommodations, managed personal finances, ran errands, and was on-call 24/7
  - Devised and maintained databases and filing systems for household systems and expenditures
- Executive Assistant**, Salomon Smith Barney & Prudential Securities, Inc., Baltimore, MD 1999 - 2001
- Provided executive-level administrative support to David S. Frank, Vice President, and team of brokers
  - Successfully coordinated, booked and hosted numerous branch-wide managed money seminars
  - Maintained confidential records, performed filing and handled essential issues regarding compliance

## Education

- Masters of Business Administration**, Information Systems, University of Baltimore, Baltimore, MD 2003
- Bachelor of Arts with Honors**, Communications with Music, Goucher College, Towson, MD 1997

## Skills

- Type 75 WPM with complete accuracy as well as transpose dictation
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access and Publisher), Novell GroupWise, QuickBooks, Kronos, Catalyst, and eNewsletter programs (Constant Contact, Publicaster, etc.)
- Operate multiline phone systems, copiers, printers, fax machines and scanners

## Activities

- Board of Directors (Secretary) – Maryland Pony Breeders
- Event Committee – Santé, benefiting the National Kidney Foundation of Maryland
- United Way Committee – LifeBridge Health