

JESSICA CHRISTAKOS

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QUALIFICATIONS SUMMARY

- Proficient in Microsoft Office Suite including Excel and Outlook
- Highly developed interpersonal skills
- Advanced customer service training and experience
- Type 65 wpm
- Excellent computer skills on MAC and PC
- Superior attention to detail, calm under pressure, proactive and confident.

• PROFESSIONAL EXPERIENCE

Sofinnova Ventures, Menlo Park, CA

Executive Assistant January 2014-May 2014

- Acted as a liaison and maintained open lines of communication among senior executives, board members, and administration staff
- Coordinated high-level conference calls, board meetings, special events, and travel arrangements
- Provided administrative support including copying, faxing, mail handling, and supplies management
- Prepared and processed all expense reports for executive partners

Black by Ezard, Sydney, NSW, Australia

Supervisor/Section Waiter September 2012 -December 2013

- Responsible for closing reports and cash out
- Supervised staff of 20 nightly
- Held accountable for continuous employee training
- Adhere to all rules and regulations of the casino

Pump Room, Chicago, Illinois, United States

Section Waiter August 2011 - August 2012

- Provide pristine service in fine dining environment
- Train all new employees
- Fine attention to detail
- Continued training for exceptional customer service

Hawg Tools, Denver, Colorado, United States

Personal/Administrative Assistant October 2009 - October 2010

- Coordinated meetings, travel arrangements and conferences.
- Arranged social and executive events including dinners, luncheons, and seminars.
- Prepared presentations using Microsoft Word, PowerPoint, and Excel.
- As the liaison to the CEO, perpetuating the integrity and image of the company was fundamental to success.

EDUCATION

University Of Colorado at Colorado Springs Colorado United States

Bachelors of Communications 2008

Colorado State University Colorado United States

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