Rachel Panatal

Executive Assistant

GASTech – Kronos

Abila, Kronos

## Qualifications

* Accomplished executive assistant offering 10 years of administrative experience reporting to chief corporate officers.
* Consummate professional dedicated to making the lives of the busy executive easier. Serves as an effective gatekeeper; manages busy calendars and efficiently handles required tasks.
* Proficient user of all main stream office software, such as MS Office.

## Professional Experience

GASTech - Kronos

Senior Executive Assistant 2013-Present

* Provide administrative and business support to the CIO of GASTech, Kronos headquarters.
* Maintain CIO’s calendar, including management of travel and teleconferences.
* Enhance communication between technical teams and executive branch, fostering a sense of teamwork and collaboration.

XYZ Manufacturing

Executive Assistant 2004-2013

* Supported multiple senior level managers at XYZ Manufacturing, a large multi-site manufacturing corporation.
* Negotiated favorable terms and pricing agreements with resorts, vendors, caterers and other providers for service at special events, saving at least $50K annually.
* Planned and coordinated PR initiatives, business development events, partner retreats, holiday parties and more.
* Completed staff orientation seminars for approximately 30 staff.