**Dorothy Lipkowski**

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Objective: To secure position as Executive Assistant

**EXPERIENCE:**

**National Football League, New York, NY August 2022 – February 2023**

***Executive Assistant to Executive Vice President/Chief Administrative Officer and Senior Vice President of Human Resources***

* Provided highest administrative support for two senior executives – the Senior Vice President of Human Resources and the Executive Vice President, Chief Administrative Officer.
* Managed complex and ever-changing day-to-day schedules of the executives, scheduled and organized meetings across multiple time zones.
* Anticipated needs of the executives by thinking and working proactively to stay several-steps-ahead mentality throughout the day in terms of meeting prep, arising issues and new developments.
* Prepared for meetings and appointments by creating agendas and other pertinent materials, prepared conference rooms and audio/visual needs and secured external guests when applicable.
* Provided high-level administrative support to executives including but not limited to answering phones, coordinated / prepared for meetings, maintained calendars, arranged conference calls, arranged complex travel arrangements which includes domestic and international destinations.
* Served as liaison between the executive and key stakeholders.
* Acted as a "gate-keeper" by managing the executive leadership’s calendars. Identified critical items, set up meetings and made scheduling changes with minimal involvement by the executive. Planned, coordinated and ensured the executive leadership’s schedule is followed and respected.
* Reviewed and prioritized emails and necessary communication to ensure timely responses.
* Coordinated travel arrangements; prepared detailed travel itineraries inclusive of flights, hotels, meeting agendas, etc.
* Oversaw personal and departmental expenses.  Prepared, reconciled and submitted all necessary invoices and credit card expenses in Concur.
* Ensured executives remains organized and on-schedule through proactive, consistent communication throughout the day.
* Maintained strong partnerships with other EAs, facilities, the executive’s direct reports, travel, IT, security and other key internal stakeholders.

**Savory Hospitality, New York, NY June 2022 – July 2022**

***Executive Assistant to the President***

* Served as the primary point of contact on all matters pertaining to the President, including highly confidential nature.
* Worked closely with the President to keep them well informed of upcoming commitments, responsibilities.
* Provided support to the President and completed a variety of administrative tasks that facilitated the President’s ability to effectively lead the organization.
* Provided advanced calendar management for the President.
* Prioritized inquiries and made judgements and recommendations to ensure smooth day-to-day engagements.
* Arranged and handled logistics for meetings and events, scheduled meetings, drafted agendas, developed and created presentation materials for distribution.
* Proficient in RFPs.

**Spear Physical Therapy LLC, New York, NY January 2022 – April 2022**

***Executive Assistant to Chief Executive Officer***

* Provided highest level of support to the CEO and Executive Leadership Team at Headquarters office overseeing 30 clinics.
* Assisted Executive Office in a variety of tasks and communications with the leadership team, clinics, and business partners.
* Provided administrative support in a complex team environment to an executive leadership group of 35.
* On behalf of CEO, handled highly confidential business and personal priorities and tasks.
* Prepared CEO in advance or meetings with key details printed, talking points, recap of previous accountabilities.
* Lead weekly leadership meeting, took minutes, prepared and projected audio visual for virtual phone calls.
* Coordinated complex, senior level internal/external meetings and conference calls for CEO and leadership.
* Maintained complex and extremely detailed calendars and prioritized meeting requests.
* Coordinated a high volume of business and personal travel arrangements and processed expense reports.
* Arranged conference meetings, client and internal, synchronizing with other departments.
* Managed monthly corporate and personal expenses for CEO and reconciled with finance.
* Acted as meeting liaison and coordinator for all meetings at Headquarters and off-site as well. (ie. Executive Leadership, Regional Roundtable, Triads, etc.).
* Prepared and facilitated events, researched venues, negotiated rates, organized Leadership training, companywide meetings, Picnic in the Park, Leadership Off-Site and Holiday Party.
* Office management and operations - Oversaw smooth day-to-day operations of the Headquarters office.
* Created procedures and processes to improve efficiencies.
* Oversaw the office’s purchasing of supplies, food & events, shipping/postage, etc.
* Primary liaison to building management for any facility issues.
* Recognize team members’ work anniversaries, birthdays, life events; monthly & as they occur.
* Proficient in Expense software - Rydoo, Advanced Microsoft Office Calendar, Advanced Microsoft Teams, CorpNote - Business E-Card System.

**Freelance Catering, New York, NY September 2020 – January 2022**

***Event Coordinator/Server/Hostess***

* Varied Responsibilities related to Hospitality Services.

**Goldman Sachs, New York, NY April 2020 – September 2020**

***Executive Administrative Assistant / Natural Resources***

* Provided administrative support in a complex team environment to a senior group of 18 bankers.
* Coordinated complex, senior level internal/external meetings and conference calls.
* Handled high volume phone calls and interactions with high level domestic and international business leaders in a professional and effective manner.
* Supported internal and external managers and clients.
* Organized and shipped literature to clients.
* Responded and followed up on client requests.
* Maintained complex and extremely detailed calendars and prioritized meeting requests and related logistics.
* Coordinated a high volume of domestic and international travel arrangements and processed expense reports.
* Arranged conference meetings, client and internal, synchronizing with other departments, including catering and IT.
* Prepared and distributed correspondence, memos, letters, reports and other documentations as requested.
* Maintained understanding of firm policies and handled certain issues independently.
* Administered weekly payroll and updates.
* Managed monthly invoices and arranged for payment.
* On-boarded new hires, processed new employees, transfers, termination, etc.
* Responsible for participation in general administrative duties, ad-hoc projects, committees and group events.
* Proficient in Expense/Travel software – SAP Concur, Advanced Microsoft Office Calendar, Artemis Time Entry System.

**Amy Wechsler Dermatology, MD, PC,** New York, NY **December 2019 – April 2020**

***Patient Care Concierge***

* Provided highest level business and personal support to high volume concierge dermatology practice.
* Served as primary point of contact for demanding patient phone/email requests, inquiries and scheduled appointments.
* Maintained strong calendar management for multiple providers.
* Assisted with streamlining patient office efficiency.
* Prescribed medication as needed and communicated with pharmacies.
* Handled patient checkout and provided health insurance reimbursement instruction.
* Proficient in medical record software – EClincical, CoverMyMeds and IPledge.

**Jonathan Glashow, MD, PC,** New York, NY **July 2019 – August 2019**

***Executive Assistant / Business Development Consultant***

* Assisted with streamlining operational efficiency and productivity of business.
* Created a plan for strategic positioning with company owner and executives.
* Recommended product positioning approach for each new offering.
* Prepared a written marketing plan addressing each core initiative.
* Contributed to content marketing and brand awareness efforts.
* Participated in staff meetings dedicated to business and staff enhancement.
* Proficient in medical record software – Kronos.

**LUXURGERY, Sachin Shridharani, MD, FACS,** New York, NY **December 2018 – May 2019**

***Executive Personal Assistant / Client Concierge***

* Provided highest level business and personal support to concierge plastic surgeon and surgery practice.
* Handled heavy volume of phone/email correspondence on behalf of surgeon.
* Scheduled international / domestic business and personal travel accommodations and prepared travel itineraries / expense reports.
* Worked close with the Director of Operations on all financial and personal matters including expense reports, bank accounts, health insurance, audits/compliance matters, vendor relations and employee contracts.
* Principal liaison for patient correspondence and developed new patient leads retention program.
* Implemented a streamlined organizational system in recording and archiving medical charts and photos.
* Proficient in medical software – EMA: Modernizing Medicine.

**Kassir Plastic Surgery,** New York, NY, Wayne, NJ & Ridgewood, NJ **January 2018 – December 2018**

***Executive Personal Assistant / Office Manager***

* Managed high volume business and personal affairs of plastic surgeon; maintained three offices and calendars.
* Organized business meetings, aesthetic speaking engagements/symposiums, and social affairs.
* Scheduled international/domestic business and personal travel accommodations, prepared travel itineraries/expense reports.
* Managed an office staff of 25-30 employees including office set-up for new employees.
* Optimized patient consultations with highest conversion to surgical sale closures.
* Assisted in planning and implementing strategies and action plans to increase office business.
* Proficient in medical software – Nextech.

**Michelle Zweifler, MD, FACS,** New York, NY **April 2015 – January 2018**

***Executive Assistant / Office Manager***

* Served as primary point of contact for internal and external requests and inquiries.
* Responsible for surgeon’s personal and business calendars including direct correspondence of aesthetic conferences and arranged personal appointments, travel arrangements, accommodations and transportation.
* Directed day to day business of the practice including staff on boarding and training.
* Heavy telephone/email correspondence on behalf of surgeon. Maintained communication with patients.
* Responsible for financial budgeting, banking and payroll, vendor relations, cost control and inventory management.
* Created all website, social media, marketing promotions, executing on site events.
* Proficient in medical software – Practice Fusion.

**EDUCATION:**

**Brooklyn College,** Brooklyn, NY

Bachelor Degree in Marketing/Communications

**SKILLS:**

MAC/PC: Microsoft Office (Outlook, Word, Excel, PowerPoint), QuickBooks, Photoshop, Fluent Polish

**VOLUNTEER EXPERIENCE:**

**Event Lead Volunteer with Food Bank of NYC/NYC Wine & Food Festival, New York, NY (NYCWFF)**

* Provided on-site leadership to groups of 15 - 30 volunteers during festival events.
* Worked alongside Food Bank Staff and NYCWFF Event Managers to ensure seamless execution.