

Michael Stuart Kessler

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SUMMARY

Seasoned professional proficient at providing services to multiple departments in a fast-paced environment. Seeking position as administrative assistant or executive assistant.

SPECIAL SKILLS

Firm knowledge of a variety of software packages:

- SAP
- Microsoft Word, Excel, Outlook, PowerPoint
- Adobe Acrobat, Photoshop
- ACT! Contact Management System

EMPLOYMENT EXPERIENCE

August 1997 to July 2008

World Bank (International Bank for Reconstruction and Development)
Washington, DC

Program Assistant, World Bank Media Relations (June 2003 to July 2008)

Assisted the Corporate Communications Team, Internal Media Team, U.S. Government Relations Team, and other units under the Vice President for External Affairs.

- Managed financial and personnel transactions for four units in the World Bank, processing payroll, travel, and purchase transactions for about 60 people.
- Arranged office services for managers, staff, and consultants; this included arranging office setup, procuring office automation and telecommunications equipment, monitoring and ordering office supplies, and managing other requests.
- Acted as electronic records management coordinator for two units.
- Corresponded with commercial vendors by telephone and e-mail to maintain prompt delivery of goods and services.
- Met several times weekly with managers and budget coordinators to ensure that budget goals were maintained.
- Scheduled conference rooms for meetings of various sizes when needed.
- Coordinated two weekly international videoconferences (three to six sites).
- Supervised and maintained both the time and leave recording systems for about 30 employees.
- Occasionally coordinated an office setup for one or more of our employees located in another country (e.g., France, India, the Republic of Georgia, and China).
- Served as delegate to committees for administrative coordination, record management coordination, office move coordination, and others.

Team Assistant, Broadcast Media Team, Public Affairs Division (March 2000 to June 2003)

- Maintained the World Bank's extensive video archive.
- Fulfilled orders for video footage from clients within the World Bank and, externally, to broadcasters and other media professionals.
- Created and maintained databases to track requests and fulfillment of orders.
- Assisted other team members in arrangements for travel related to video productions.
- Supervised and maintained both the time and leave recording systems for about 10 employees.
- Maintained and ordered office supplies for the unit.

Team Assistant, Thailand and Philippines Country Teams, East Asia and Pacific Region (August 1997 to March 2000)

- Started as a contracted employee through Norell Services, Inc.
- Assisted the Thailand and Philippines Country Teams in coordinating loan and grant document preparation.

September 1990 to February 1997

United States Department of the Treasury
Internal Revenue Service
Washington, DC

Public Affairs Specialist

- Developed, produced and marketed nationally distributed informational audiovisual and print materials for the general public. These included live and pre-recorded television and radio programming.
- Received three Performance Awards (cash), one Managers Award (cash), and another non-cash award.

EDUCATION

The George Washington University
Washington, DC
Some College Coursework Completed

Broward Community College
Davie, FL
Some College Coursework Completed

UCLA (University of California at Los Angeles)
Los Angeles, CA
Course in Film Production