

# CATHERINE KICHLER

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## EXECUTIVE ADMINISTRATIVE ASSISTANT

Experienced administrative professional with proven success to provide outstanding support to senior level executives and leadership teams. Exceptional organizational skills with ability to manage multiple projects while maintaining attention to detail and priorities. Possess professional and positive demeanor and can effectively interact with all levels of an organization.

*Executive Support & Office Management ▪ Project Management  
Meeting & Travel Coordination ▪ Vendor & Client Relationship Management ▪ Budget & Expense Reporting*

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## ADMINISTRATIVE QUALIFICATIONS

- Focused and results-oriented supporting deadline-driven operations, able to identify goals and priorities and resolve issues.
  - Proven track record of accurately compiling complex presentations, managing projects, completing research, reporting and support activities within demanding time frames.
  - Expertise in meeting management and travel arrangements with specialized experience coordinating special events, trade shows and industry conferences with 50 to 1,500 attendees. Earned Certified Meeting Planner designation.
  - Adept at developing and maintaining administrative processes that reduce redundancy and improve efficiency to reduce operational expenses.
  - Proficient computer skills in MS Office Suite (Word, Excel, PowerPoint, Access & Outlook) programs.
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## PROFESSIONAL EXPERIENCE

### CONAGRA, INC.

2002-2008

#### *Marketing Assistant (2005-2008)*

Supported Marketing Director and Brand Marketing teams in coordination and execution of marketing programs to ensure objectives translated into functional strategies and tactics. Acted as primary contact with agency and vendor partners in the development of marketing program elements that included; newspaper inserts, merchandising displays, direct mail, sales communications, marketing collateral and website elements. Scheduled agency reviews for quarterly and annual marketing reviews.

- Worked with Sales team and coordinated incentive program that increased merchandising support and generated additional revenue for annual marketing program.

#### *Promotion Assistant (2004-2005)*

Supported Marketing and cross-functional teams with coordination of marketing programs for branded consumer products. Provided direction to agencies, compiled data for post program analysis to determine program objectives were achieved.

- Collaborated with Sales and Business Development teams to create compelling programs for key customers, leveraged national promotions to gain incremental sales events.

#### *Executive Assistant to President/COO (2002-2004)*

Performed a wide range of highly confidential responsibilities; interacted with cross-divisional leadership teams to achieve objectives. Managed calendar, scheduled meetings and travel arrangements; processed weekly expense reports. Produced comprehensive presentations for Board meetings and customer marketing reviews.

- Coordinated meetings and events; secured venue and managed on-site logistics, interfaced with VP's and cross functional teams to develop materials. Successfully negotiated reduced rates with multiple venues that resulted in 30% cost reduction for the company.

**BAX GLOBAL, INC.****1999-2002*****Assistant to President & Corporate Event Planner***

Assisted President and functioned as key liaison to Executive team located in domestic and international locations. Served as corporate event planner and coordinated customer functions held throughout the U.S. Secured venue and negotiated hotel and vendor contracts; secured guest speakers and coordinated presentation materials. Coordinated domestic and international travel arrangements, managed public speaking engagements for industry related conferences. Interacted with Global Marketing teams and compiled key customer sales presentations.

- Company sponsored enrollment in Professional Event Management program and earned Certified Meeting Planner (CMP) certification.

**SNYDER LANGSTON****1998-1999*****Assistant to Chairman/CEO & President***

Assisted company Founder and President of commercial real estate firm with over \$200M annual revenue. Managed schedules and travel arrangements; composed correspondence and processed expense reports; maintained project contracts; compiled company capability brochures for new client presentations. Assisted in design of program brochures for World President's Organization Board; secured industry related speakers and managed logistics for off-site venue for the WPO events.

- Planned and managed annual employee meeting with over 200 attendees, secured and negotiated site, planned program venue, audio visual presentation and collateral materials.

**COOPER & COMPANY****1996-1998*****Personal Assistant to CEO & Founder***

Assisted CEO of privately owned investment firm with portfolio assets in public equities and real estate ventures. Managed business and personal schedule, composed correspondence and financial reports. Coordinated and managed arrangements for prospective acquisition and investor meetings. Compiled equity portfolio materials distributed to potential investors. Managed CEO's personal financial transactions for multiple residences (domestic and foreign) and reconciled personal financial accounts. Assisted CFO on equities portfolio updates and maintained financial statements for real estate holdings and investments.

- Arranged extensive domestic and international travel; reduced annual travel expenditures by 25%.

**EDUCATION*****Plan to enroll in 2009 to complete BS Degree***

University of Phoenix, Business &amp; Marketing Courses, 1992-1993

**PROFESSIONAL DEVELOPMENT & TRAINING**

Certified Meeting Planner (CMP) Designation, 2002