



Adrienne Warden

Executive Assistant

About Me

Over 20 years assisting corporate counsel, partners, sr. associates and varied departmental teams. A team player with the ability to work on-site or remotely. Advanced administrative skills, tech savvy, solution driven, mover of task from start to finish. Seeks a position that utilizes my skills keeping business organized, productive and on track for success.

Contact

Phone:
646-725-4547

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LinkedIn:
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Website:
adrienneaw.me

Key Skills

Document Production
Online Computing
Heavy Client Interaction
Calendar/Records
Management
AP/AR
Research
Remote Work Experience

SKILLS

ADMINISTRATIVE

MS Office Specialist 2016,
Expense Reporting, Client
Billing, Standard Operating
Procedures, Project
Management, QuickBooks,
Calendar and Records,
Event and Travel
Coordination

TECHNOLOGICAL

Online Computing, CRM
Databases, CMS, Google
Apps, Online Research,
Project Management Apps,
Zoom, Google Suite,
Google Analytics, AdWords,
Dropbox, Web Builders,
WordPress, Web/UX Design

EXPERIENCE

ROBERT HALF (Independent Contractor)

May 2019 - Present
Administrative Assistant

Clayman & Rosenberg

June 2013 – March 2019
Legal Assistant

Schulte, Roth & Zabel

August 2006 – January 2013
Legal Assistant

Summary of Duties

Supported corporate legal, mergers and acquisitions, investment management and complex litigation. Maintenance of department and attorney calendars, screening calls; and meeting, greeting and assisting clients and office visitors; acting as liaison between various internal departments and external contacts, vendors and suppliers; time and expense entry; draft, distribute and finalize monthly billing and vendor/contractor payments; coordinated domestic and international travel arrangements, events video and tele-conferences; transcription and dictation, document, tables, charts and report creation, editing and finalization; maintenance supplies and resources; electronic court filings (supreme, federal and district courts)

EDUCATION

View my [certifications](#).

Malcolm-King College

1988

Associates Degree in
Science/History (Liberal
Arts)

Microsoft Office Specialist

2016 - 2018

Excel, Word, PowerPoint
and Access

Alison

2015

Diploma in Project Management

Coursera.org

2013 - 2015

An Introduction to Marketing

Introduction to Financial

Introduction to Financial Accounting

REFERENCES

Furnished upon request.