

MICHELLE LYNETTE WELLS-SHEED

208 W. Mowry Street
Chester, PA 19013

Phone: (215) 834-5075

E-mail: Michellewells448@yahoo.com

Objective

To secure a position which will utilize and enhance acquired skills while providing exceptional opportunities for professional growth.

Education

John W. Hallahan High School
Philadelphia, PA

1985-1989

Drexel University
Major: Business Management.

2014-Present

Employment History

Lowe's Corporate Office
Executive Assistant to the VP

04/2021 - Present

- Manage communication with key internal and external parties, demonstrating an awareness of time-sensitive issues and prioritizing accordingly.
- Coordinate meetings and manage calendars; react and adjust quickly when scheduling changes must be made.
- Plan and arrange business travel including flights, hotels, and other arrangement as necessary.
- Manage calendars and agendas for multiple executives with, at times, competing priorities.
- Manage highly confidential and sensitive information.
- Plan regional or departmental meetings and communicate details to participants.
- Plan and develop visual communication packages for team meetings, webcast, and global leadership teams.
- Manage departmental travel and COVID requirements for international travelers.
- Create reports and presentations as needed to support the executive team.
- Utilize standard reporting tools to create routine presentations as needed.
- Reconcile monthly bills and credit card statements.
- Other duties as required.

Century Therapeutics, Philadelphia PA
Executive Assistant

02/2020 – 04/2021

- Assisted in authoring emails and preparing communications on behalf of my staff and my executive team.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Managing my executive's day-to-day calendar, including making appointments and prioritizing the most sensitive issues.
- Coordinating travel (both domestic and international) and creating trip itineraries.
- Maintain filing and database systems.
- Coordinating interviews for my executive team.
- Managing monthly credit card spending and processing monthly reconciliation reports.

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- Ordering of office supplies and employee giveaways.
- Maintain confidentiality of highly sensitive information
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Drexel University College of Engineering, Philadelphia, PA
Executive Assistant to the Dean & Events– Office of the Dean

06/2009 – 10/2019

- Provide support for the Dean and Department Heads in the College of Engineering.
- Provide support to all College of Engineering departments in arranging events.
- Maintain the Deans calendar and schedule all meetings.
- Coordinate all travel and transportation for the Dean and college visitors.
- Travel with the Dean or Institutional Advancement personnel for alumni and recruiting events.
- Coordinate all Purchasing Card reports for the Dean and College
- Coordinate all board meetings, room scheduling and events for the Dean and the college.
- Coordinate all activities with CoE student groups. Arrange travel and events.
- Order and prepare all giveaways and gifts that the Dean provides to CoE Alumni.
- Maintain relationships with all departments within the Drexel community.
- Creating a working relationship with all vendors to ensure all goods are received.
- Coordinate special events in coordination with Drexel's Protocol Office.
- Maintain all office operations, ordering supplies and office equipment.
- Provides supervision to all Co-Op and Work Study students.
- Maintain and approve time sheets and purchasing orders.
- Maintain a working relationship with Institutional Advancement in supporting all fundraising efforts.
- Works with all College of Engineering students in getting their issues resolved in a timely manner.
- Manages all phone calls and emails and walk-ins for the Dean also prioritizing what should be handled immediately.
- Performing crisis management for student issues that require immediate attention.
- Weekend and evening event management and support.

Albert Einstein Medical Center/Thomas Jefferson University Philadelphia, PA **08/2002-01/2009**
Administrative Secretary - Medical Staff Services/Health Policy

- Communicated with staff members via phone, fax, and mail to maintain the ECHO database.
- Coordinated travel arrangements for the Director and support staff.
- Ensured timely delivery of Credential files to respective Departments.
- Scheduled conferences for monthly meetings and prepare appropriate paperwork.
- Assisted Credentials Chairman in reviewing all Credentials Files.
- Maintained office supplies and prepare requests for purchase and payment through PRISM
- Distributed all incoming and outgoing mail.
- Assisted Credentialing staff with verifications and missing information.
- Processed all resigned files for archiving.
- Processed all yearly dues and application fees.

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Mayor's Office Philadelphia, PA

09/1990-07/2002

Administrative Assistant

- Provided support to the Mayor and Chief of Staff.
- Prepared all correspondences and projects.
- Scheduled all meetings for the Executive Leadership.
- Coordinated travel arrangements for the Executive Leadership.
- Maintained and updated complaint log as issues were resolved.
- Assisted office by answering and routing all incoming calls
- Filed all incoming and outgoing correspondences.
- Oversaw all bookings/scheduling of the Mayor's Reception Rooms.
- Provided support to the mayor on all special projects.

Skills

Proficient in the following software:

- Windows, Microsoft Word, Excel, Power Point, Outlook, ECHO, PRISM, VISO
- Reeher and Advance and Salesforce
- File maker Pro, Reference Manager, Corel Photo Paint/Scanner.

References

Available upon request.