

LIZ GERTZ

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Dedicated professional with extensive experience in office management, business operations, event planning and executive support. Thrives in fast paced environments requiring agility and effective prioritization. Resourceful and efficient in managing multiple projects simultaneously.

EXPERTISE & SKILLS

- Complex Calendar Management
- Travel Coordination
- Meeting Logistics & Facilitation
- Inventory Control
- Process Training
- Recruiting & Onboarding
- Event Planning
- Budget Reconciling
- EMS event calendar tool
- MS Outlook/Word/Excel
- SharePoint Administration
- Procurement - Ariba, Oracle
- PeopleSoft
- SalesForce
- PowerPoint

PROFESSIONAL EXPERIENCE

NEW YORK STOCK EXCHANGE/ICE, New York, NY

3/15 - 9/15

Event Marketing Operations Coordinator

- Supported the execution and operational efficiency of in-house events and bell ringing ceremonies at the New York Stock Exchange, with responsibility for event budgets, billing, financial analysis, vendor management and special project support
- Coordinated event logistics, including protocol, guest lists, catering, presentation materials, audiovisual needs, media services, webcasting, photography, security procedures, badges, signage opportunities and gifts
- Developed and implemented vendor RFP projects to ensure innovation & competitive pricing
- Collaborated on redesign of NYSE website

LIMITED BRANDS, VICTORIA'S SECRET DIRECT, New York, NY

4/11 – 4/14

Senior Business Operations Coordinator

- Developed, managed and distributed annual business calendar and seasonal development calendar
- Collaborated with cross functional partners across the business
- Acted as point of contact for process knowledge and training
- Facilitated weekly team meetings, transcribed meeting notes and actionable items
- Served as troubleshooter of daily scheduling conflicts

Business Operations Coordinator

- Developed process improvements and facilitated process training for new hires and administrative assistants
- Revised meeting charters and calendar tools as business evolved

11/06 - 4/11

Executive Assistant to VP's of Merchandising

- Provided daily administrative support to multiple apparel merchandising leaders
- Prepared PowerPoint presentations, compiled daily reports and meeting documents
- Planned and executed internal and off-site events

7/05 – 11/06

TEMPORARY ASSIGNMENTS

9/04 - 7/05

Executive Assistant to President, Judith Ripka Jewelry
Executive Assistant to CFO, GoldenTree Asset Management
Executive Assistant to President, EmMax Event Marketing

W MAGAZINE, FAIRCHILD PUBLICATIONS, New York, NY

2/03 - 9/04

Office Manager and Executive Assistant to VP/Publisher

- Acted as gatekeeper and liaison to Executive Committee, internal team and luxury clients
- Managed complex calendar and coordinated international & domestic travel
- Prepared travel and expense reports
- Assisted with preparing materials and additional logistics support for bi-annual sales meetings and fashion events

SWISS ARMY GOLF, New York, NY

3/98 – 8/02

Office Manager and Executive Assistant to CEO

- Managed all daily office operations
- Screened and hired additional employment and acted as administrator of employee benefits
- Developed promotional marketing tools and led the design conceptualization of annual product catalogue
- Coordinated logistics for sample sales and annual trade show; served as designated representative at trade meetings
- Managed customer service coordinator and sales reps

EDUCATION B.A., Psychology - Southern Connecticut State University - New Haven, CT