Gretchen Marino



Skillful and dedicated professional with over 10 years of comprehensive experience in the coordination, planning and support of daily operational and administrative functions including event planning and project management.

Safe-esteem Inc. Administrative Assistant Part Time

January 2019- Present

- Supports technology startup efforts.
- Performs bookkeeping, including invoicing, validation of payment to subcontractors, reconciliation of accounts (Xero).
- Oversees all contracted work time and expenses.
- Assists with digital marketing and new customer acquisition.

Tegumen, LLC Administrative Assistant

January 2016- December 2018

- Provided administrative support to Owner/CEO.
- Managed invoicing, accounts payable, and bank reconciliations.
- Contributed to routine and exceptional customer support efforts and initiatives.
- Performed customer service and campaign marketing using Mailchimp software.
- · Planned all business travel and events

Cake- Chicago Bakery, Chicago, IL. Administrative Assistant

February 2011- November 2015

- Provided all administrative support to owner/chef.
- Customer relationship manager and lead contact to all clients, including vendors, brides and grooms, planners, and venues.
- Handled all billing entry, contracts, and invoicing in accounting software (Quickbooks).
- Developed and maintained business calendar system for tracking of all events.
- Supervised all inventory management practices.
- Led new and existing customer efforts.
- Handled all media and public relation inquiries.
- Led online and social media marketing.

- Provided comprehensive support for executive-level staff including scheduling meetings, complex travel arrangements, and effectively managing all essential tasks.
- Coordinated corporate meetings and gala events including creating invitations and promotional materials, arranging travel, identifying speakers and booking venues.
- Handled all contracts and venue negotiations.
 - Responsible for arranging travel and hotel stays for large groups.
 - Negotiated contracts with different service providers such as hotels, destination management and ground transportation companies.
 - Consulted with senior management in order to determine themes, objectives, and requirements.
 - Oversees administrative details such as budgeting, financial reporting, and invoice reconciliation.
 - Responsible for directing staff, managing employee database, timelines, contractors, allocations, print materials, rooming lists, invitations, confirmations, and personalized agendas.
- Developed and monitored a calendar system using Outlook where accurate records are maintained detailing appointment schedules of business functions, conferences, and special events.

LG Capital Partners, Miami FL Administrative Assistant/Accounting Clerk

April 2007 - July 2008

- Provided administrative support to senior-level executives.
 - Organizing all travel, hotel, and transportation.
 - Assisted with preparation of Board presentation materials.
- Assisted controller with accounting, financial analysis, and reporting activities
 - Projects included accounting functions, bank reconciliations, and improvement of general accounting processes and implementation of new software.
 - Assisted in preparation and completion of quarterly financial reports.
- Organized and coordinated the execution and delivery of final closing documentation.
- Coordinated office reports, forms, and telephone and mail operations.
- In charge of procurement of all office equipment, supplies, and furniture.

Seacoast Construction, Miami FL Customer Service & Project Management Assistant

December 2005 - April 2007

On-site Assistant Project Manager of a \$10M development project, communicating directly with buyers and subcontractors to facilitate process. Efficiently served as primary liaison between owners and builder throughout completion of project.

Atlantis Development, Miami FL Sales & Marketing Representative

January 2004 - April 2007

Performed multi-faceted office management functions, including closing sales on multiple residential units, executing contracts, reservation agreements, and providing comprehensive information to potential buyers.

Ford Models, New York; Next Model Management (other) Fashion Model

1985 - 2004

• Accumulated vast experience in public relations, working with innumerable clients across cultures and industry sectors, as well as in all aspects of managing an independent professional career.

Computer Knowledge: QuickBooks, Microsoft Office, Windows and Mac operating systems