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Professional Employment

June 2016 - present

Confidential Client Chicago, Dubai & Australia

Business & Personal Assistant to media professional

- Confidential personal and business project management.
- C-Suite level business assistant for new cosmetic/skincare line business venture.

Feb 2016 - June 2016

Wexler Wallace, IL Chicago, IL

Executive & Personal Assistant to Founder & Owner

"Wexler Wallace is a high stakes litigation law firm with a commitment to excellence and the achievement of relief for those we serve".

- Areas of expertise include: Antitrust Litigation, Mass Tort Litigation, Healthcare, Securities & Corporate Governance, Business & Commercial, Whistleblower-False Claims, Government Representation with settlements up to \$1 Billion.
- This unique role acts as gatekeeper in a fast paced, highly specialized business forum with specific attention to detail on every level.
- Daily calendar management with detailed record keeping of all correspondence via telephone, mail, fax and emails.
- Concur travel and expense management system expertise.
- High-level & highly confidential business/personal support for the firm and owners personal life.
- Regular daily interaction with CFO and Assistant CFO to manage daily operations of accounting matters and billing.
- Handling of special projects, including research, & acting as the pivot point for Principle within the office management needs.

April 2015 - Feb 2016

Tsamis Law Firm, P.C. Chicago, IL

Executive & Personal Assistant ~ Office Manager.

Tsamis Law Firm, P.C. is a boutique law firm with a client base focus of local entrepreneur businesses and individuals.

Daily operations include but are not limited to:

- Office management: answering phones, faxes, scanning documents for meticulous legal record keeping along with daily phone logs.
- Daily project management through multiple computer programs that support data information utilization and research.
- Meticulous filing and file storage inventory.
- Running business and personal errands.
- Managing the internal and external mail and UPS system.
- Interfacing with clients, potential clients, legal representatives, lawyers, judges, and political and business contacts.
- Updating contact database, filing faxes and opening new files for legal record keeping.

May, 2014 - April, 2015

UNITED AIRLINES, WHQ Chicago, IL

Executive Assistant to the VP of Service Management Engineering & IT Technology & Executive Officer

United Airlines is a world brand recognized aviation and travel provider with a highly prized reputation as a major global carrier and world class company. This position supports an Officer within the executive branch.

- Act as gatekeeper to the Vice President: liaise with high profile contacts and internal executive team.
- Daily business support includes Outlook calendar management, phones and regular interaction with the CEO/Chairman's office and support staff.
- Screen and prioritize phone calls; maintain phone list, place conference calls.

- Manage and coordinate Vice President's calendar.
- Draft, edit, and proofread email, correspondence, documents, and reports/presentations.
- Establish, maintain and update files, databases and project folders.
- Process and on-board new employees: including facilities coordination of office/cubical space, desktop & laptop computers, and desktop/cell phones.
- Coordinate domestic and international itineraries.
- Process travel and expense reports.
- Handle special projects and organize functions from inception to completion.
- Provide administrative support to the executive reports when needed.
- Maintain strict confidentiality of information and operations.
- Anticipate the Vice President's needs and priorities.

June 2012 – May 2014

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Chicago, IL

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June 2010 – April 2012

PepsiCo, Inc
Chicago, IL

Senior Coordinator for VP of Sales Planning & Brand Development

(Gatorade & Propel \$25 MM budget).

- Office manager & department coordinator.
- Complex travel & Outlook calendar management.
- Weekly compilation of numerous/complex sales reports.
- Go to person for 17 member sales team.
- SAP financial data system for T & E and purchasing.
- Purchasing authorization with \$10K monthly budget allowance and reconciliation.
- Daily interaction with Gatorade's President & CMO and sports marketing staff.
- Extensive Ad Hoc projects, etc.

June 2006 – current

Harry Lime Productions
Chicago, IL

Writer/Creative Development

- Independent creative consultant, writer and developer of intellectual properties for television/film projects.

August 2001 – June 2006

HARPO Productions, Inc.
Chicago, IL

Executive Assistant to the President

This position revolved around the fascinating world of the most successfully launched syndicated television talk show to date. Working side by side with the President involved interfacing with some of the most prominent leaders in the television industry and the business world. This position required the utmost judgment, trustworthiness, and high-level confidentiality due to the highly sensitive nature of information I was privy to --which included financial statements, banking/deposit information, contracts, and personal whereabouts of key personnel. Also required proactive management style, strong work ethic, responsibility, intuition, and a positive attitude.

- Special projects included: Managing the daily affairs of The Office of The President while working in tandem with Ms. Winfrey's Chief of Staff, executive team, security force, aviation department as well as various department heads. Included multiple phone lines, email, written correspondence, personal shopping, gifts – corporate and personal, run errands, attended meetings on behalf of the President for special projects, etc. Researched, recommended and purchased fine art, antiques, rare books and museum quality objects for the Principal and President.

- Overseeing schedules, business meetings, travel, business expenses, and personal matters, amongst many other duties.
- Brainstorming with the President and various department heads on new ideas and ways to make Harpo Productions a more creative and forward thinking company.
- Always researching the world through trade publications, books, magazines, periodicals, television, art, literature, film and world travel to enrich myself so as to be a resource of information and new business ideas.
- Designed office space, collaborating with company architect and working with top-level contractors to create workspace that would be efficient, while creating a more productive work environment.
- Developing ongoing relationships with local and national law enforcement agencies, i.e.: The Chicago Police Department, The United States Secret Service and other independent agencies.
- Develop and maintain business vendor relationships, i.e.: local and national law firms, American Airlines, and local business vendors.
- Interfacing with Harpo Films personnel in Los Angeles, Hearst Publishing and The Oprah Winfrey magazine personnel, King World Production and CBS Executives, as well as on air talent.
- Daily interfacing with Harpo employees to create relationships that build a bridge/form the foundation of the company to the President and the Chairman's office.
- Special Events and party planning for Ms. Winfrey's internal corporate/annual employee and seasonal events. (Always researching new vendors and bringing in under expected budgets.) Budgets have been in the \$65K - \$500k range. Managed all the catering, thematic set design, floral arrangements, valet, rentals, invitations and RSVP lists.

May 1998 - September 2000

VIACOM/MTV Networks

MTV Networks, Chicago

Executive/Personal Assistant to VP of Affiliate Sales & Marketing

Responsibilities include:

- Daily logistical and administrative support to the VP
- Office Manager of Affiliate Sales & Marketing & Local Ad Sales 15 member team
- Quarterly budget reclassification
- Special Events & Corporate gifts
- Channel premium and sales & marketing materials & inventory
- Monthly prospect, status and tracking reports
- Liaison between all MTV Networks channels and affiliate regions
- Field Producer/MTV "Wanna Be A VJ Too" auditions, Chicago, IL

September 1996 - April 1998

VIACOM/PARAMOUNT STATIONS GROUP

WUPA - UPN 69 TV, Atlanta, GA

Executive/Personal Assistant to SVP/General Manager

Major responsibilities included coordinating and administrating corporate policies regarding the multi-million dollar expansion and reconstruction of Paramount's flagship, first state-of-the-art digital television station in the country.

Responsibilities included:

- Office Manager
- Routine facilities operations
- Corporate travel arrangements
- Travel & expense reports, monthly status reports
- Special Events & Corporate gifts
- Collaborated efforts with Marketing Director and graphic artist on sales presentation tools & promotional materials
- Studio & location photography
- Hiring outside vendors and managing engineering department support team
- Assisted SVP/General Manager with daily operations and corporate correspondence

Education

Bachelor of Arts, Columbia College, Chicago, IL

The School of the Art Institute of Chicago, Chicago, IL

The American Academy of Art, Chicago, IL

The Harrington Institute Of Design, Chicago, IL

PADI, certified open water scuba diver.