
MADISON NEWMAN

1586 Corsica Place • Costa Mesa, California 92626

Phone: 913-634-9928 • E-Mail: madison_newman@ymail.com

Summary

- Accomplished executive assistant offering 5 years of administrative experience reporting to CEOs and other top executives.
- Exceptional organizational and time-management skills.
- Experience composing professional business documents such as informal reports, executive summaries, business correspondence, claim letters, proposals and sales reports.
- Computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development at a highly proficient level. Type 75 WPM.
- Proficiency in non-linear video editing systems including; Final Cut Pro, Adobe Premiere, AVID, and Sony Vegas Pro
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access).
- Skilled with; Adobe Photoshop, Adobe After Effects, Adobe InDesign, Dreamweaver, Twitter, Facebook, Instagram, TeamViewer, JoinMe, UStream, Black Magic, Xactimate, Scope Assist, naturalFORMS, Trello, Quickbooks, Word Press, Soundtrack Pro, SONY XD Cam, SONY XM Cam, Cannon EOS Rebel T3i, Nikon D600.

Experience

Senior Executive Assistant & Media Coordinator

By Referral Only – Oceanside, CA

May 2016 – March 2017

- Provided high-level administrative support to the CEO/Owner
- Planned, booked and verified travel arrangements (airline, hotel and car), processed travel itineraries and made necessary changes before and during trips when necessary
- Interfaced directly with customers, responding to and successfully resolving customer concerns in a timely manner
- Managed and maintained demanding calendars, made recommendations to resolve scheduling conflicts, liaised with outside parties to manage appointments
- Copy-edited and designed written sales and marketing material for our members and website
- Virtual Office responsibilities with regards to daily administrative office activities
- Liaise with shared workspace to coordinate meetings, maintain inventory of supplies, manage mail, etc.
- Produced, created, shot and edited sales, training, product, promotional and client story video
- Created video for our live events and workshops, our website and our top clients' websites
- Handled all in-studio and on-location lighting, backdrop, camera, audio and live-stream setup
- Live streamed in-studio and on-location events and workshops
- Converted Live-streaming software system to cut cost in half, as well as upgraded systems to allow for 4K streaming
- Recorded, edited, managed and distributed daily audio recordings
- Created, edited and produced a weekly Podcast, and created a website to showcase podcast episodes

Executive Assistant & Office Manager

MadSky Roofing & Restoration LLC – Westminster, CO

May 2013 – April 2016

- All general administrative support of CEO, Vice President and General Manager
- Setup and customize all technology tools and systems (CRMs) to fit our business workflow
- Assisted in development of program work with insurance carriers
- Recruited/Trained/Motivated sales team of 100-200 reps
- General bookkeeping using Quickbooks
- Distributed daily sales, collections, and aging reports using Quickbooks
- Arranging Travel for Team and Executives, set up of all hotel booking for each new area they went into for up to 30 bookings. Set up of all new Office Space and Managed the complete process
- Xactimate Estimating/Supplements and Final Invoicing
- Deposited and collect all payments, sent endorsed checks to the mortgage companies along with all required documentation
- Created marketing and recruiting materials
- Wrote, designed, and distribute weekly newsletter with updates, sales competitions, and other information to the entire company

Communications Intern

Arizona Public Service, Palo Verde Nuclear Power Plant - Tonopah, Arizona

August 2012 – May 2013

- Provided high-level administrative support to the Director of Communications

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- Responsible for video, editing, writing, and photography for Palo Verde TV, Palo Verde News, as well as products intended for partners of Arizona Public Service
- Provided articles and photography for daily Palo Verde News Pamphlets
- Responsible for production and distribution of Weekly Senior Management Videos for company-wide circulation
- Co-produced short film, “A Closer Look at Palo Verde Safety”
- Managed Palo Verde Communications social media and Public Relations

Marketing Manager

Complete Roofing and Restoration Services of America - Neptune, New Jersey

June 2012 – May 2013

- Responsible for content, design, layout, and distribution of Pitch Book designed to show potential clients to increase sales and company organization
- In charge of social media and public relations for the company

Production Assistant

Arizona Public Broadcasting Service, Channel 8 - Phoenix, Arizona

August 2011- May 2012

- Responsibilities included videography, teleprompting, talent management, floor management, and training
- Provided production assistance to the Arizona PBS programs; Arizona Horizon, Horizonte, Check Please, and PBS Pledge

Education

Arizona State University

Walter Cronkite School of Journalism & Mass Communication – Phoenix, Arizona

Hugh Downs School of Human Communication – Tempe, Arizona

August 2010 – May 2014

- Bachelor of Arts, Cum Laude, Broadcast Journalism
- Minor, Magna Cum Laude, Communications Studies
- Received of Ricky Hendrick Scholarship for four years.
- Dean’s New American University Scholar Student for four years.
- Dean’s List for two years
- 3.5 Cumulative Grade Point Average

Accomplishments and Awards

- Centainteed Certified Roofing Contractor.
- Certified in Final Cut Pro 6, 7 and X.
- Awarded 2nd place in the music video competition hosted by Drury University in Springfield, Missouri.
- Top 10 finalist in the music video competition hosted by the Student Television Network in Anaheim, California.
- Voted “Best Anchor” at Blue Valley Television Channel 14 for the 2009-2010 school year.
- Finalist for Sports Story of the Year contest sponsored by the National Student Press Association.

Examples of Work (URLS)

- <https://www.youtube.com/watch?v=PDygothTgoA>
- <http://advisorycalls.byreferralonly.com/>
- <https://itunes.apple.com/us/podcast/conversational-breakthroughs/id1174532750?mt=2>
- www.tdibroker.com
- www.moladens.com
- www.thedentalpracticemarket.com
- www.molarmarketing.com