

Denise E. Sheroka

denise.sheroka@gmail.com

518-390-8138

Executive administrative assistant to senior management. Strong organizational skills coupled with a high degree of confidentiality. Excellent communication abilities, works independently or as a team member. Energetic, reliable, decision maker who thrives on challenges.

Experience

Bergmann Associates

2019-Present

Administrative Assistant, Albany, New York

- Organizing meetings and databases.
- Booking transport and accommodation.
- Attending meetings with senior management.
- Organizing company events and conferences.
- Ordering supplies and furniture.
- Liaison with staff and suppliers.
- Implementing and maintaining procedures.
- Organizing induction programs for new employees.
- Assisting the organization's HR department by keeping personnel records up to date and arranging interviews.
- Ensuring that health and safety policies are up to date.
- Using a range of software packages.
- Preparing letters, presentations and reports.

NYS Department of Health / Records Access Office

2018-2019

Administrative Operations Analyst, Albany, New York

- Assisted members of the public in identifying requested records.
- If necessary, contacted requesters to ascertain the nature of records of primary interest.
- Contacted NYS program areas for any and all responsive materials.
- Processed and reviewed public records pursuant to the NYS Freedom of Information Law (FOIL).
- Redacted and/or withheld personal/private information or information in reference to trade secrets.

Ayco Company/Goldman Sachs

2007-2018

Executive Administrative Assistant, Latham, New York

- Assisted four Vice Presidents and financial planners in financial counseling of clients.
- Addressed client needs and/or requests.
- Daily scheduling and travel arrangements for Vice Presidents.
- Transcription of client meetings.
- Expense reports and monthly reports to executive team.
- Assisted in the preparation of yearly tax returns and tax data for 120 clients.
- Assisted in the training of new hires.

New Country Motor Car Group

2006-2007

Personal Executive Assistant to the President, Saratoga Springs, New York

- Coordinated personal calendar and daily planing for the President.
- Reviewed and responded to all emails/mail and acted on any and all issues and requests.
- Maintained monthly reports, worked with General Managers in thirteen dealerships.
- Handled purchases, expenses and payments for the President and his family.
- Scheduled all personal and business travel in the United States and abroad.
- Coordinated the use of the President's personal plane with airport personnel, pilots, maintenance crew and hangar.
- Planned business dinners, meetings and conferences.

New York State Energy Research and Development Authority (NYSERDA)

2001-2006

Assistant to the Communications Director, Albany, New York

- Secretarial duties and daily scheduling for the Director of Communications and staff.
- Arranged and scheduled press events and interviews with local media and the Governor's Press Office.
- Assisted in the planning ad organization of conferences related to research and new avenues of energy efficiency.
- Freedom of Information Requests (FOIL) – Preparing responses and tracking correspondence.

Other Related Employment

Cytology Screening, Inc.
Secretary to the Director

Education

University of Tampa, Tampa, Florida
BA- Bachelor's Degree in Business Administration/Management