

HELEN LEWIS

EXECUTIVE ADMINISTRATIVE ASSISTANT | EXECUTIVE OPERATIONS | LEGAL ADMINISTRATION

Maryland – (202) 491-7064 – lewisehelen967@gmail.com

SUMMARY

Highly accomplished Executive Administrative Assistant with more than 20 years of experience providing executive-level support to C-suite leaders, including the Executive Vice President & General Counsel and senior legal leadership within a Fortune 500 organization. Proven expertise in executive calendar management, board and executive communications, legal documentation, contract administration, travel coordination, budget and expense management, records retention, project coordination, and cross-functional collaboration. Recognized for exceptional organizational skills, discretion in handling confidential information, strong attention to detail, and the ability to manage multiple priorities in fast-paced corporate environments.

CORE COMPETENCIES

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| – Executive Administrative Support | – Regulatory Compliance | – Procurement Support |
| – Executive Calendar Management | – Confidential Records Management | – Invoice Processing |
| – C-Suite Support | – Document Management | – Asset & Inventory Management |
| – General Counsel & Legal Support | – Records Retention | – Office Operations |
| – Board & Executive Meeting Coordination | – Litigation Support | – Project Coordination |
| – Executive Communications | – Travel & Meeting Coordination | – Process Improvement |
| – Legal Documentation | – Vendor Management | – Cross-Functional Collaboration |
| – Contract Administration | – Budget Tracking | – Event Coordination |
| – Corporate Governance Support | – Expense Reporting | |

SOFTWARE & TOOLS

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| – Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | – PeopleSoft | – Smartsheet |
| – Microsoft Teams | – ServiceNow (Asset Management, CMDB) | – Monday.com |
| – SharePoint | – FrontRange Asset Management | – DocuSign |
| – OneDrive | – Oracle Asset Management | – Zoom |
| – Adobe Acrobat Pro | – Fixed Asset & IT Asset Lifecycle Tools | – WebEx |
| – SAP | – Excel Asset Tracking Databases | – Concur |
| – Oracle | – Barcode Inventory Tracking Systems | – Legal Document Management Systems |
| – NetSuite | – Procurement and Inventory Control Systems | – Electronic Records Management Systems (ERMS) |

PROFESSIONAL EXPERIENCE

Verizon | Arlington, VA

February 2003 – August 2024

Executive Administrative Assistant

- Provided executive-level administrative support to the Executive Vice President & General Counsel and legal leadership within a Fortune 500 telecommunications company.
- Managed complex executive calendars, scheduling high-level meetings, board presentations, legal reviews, and strategic planning sessions.

- Coordinated domestic and international travel, expense reporting, meeting logistics, and executive itineraries.
- Prepared, reviewed, and distributed confidential legal documents, contracts, executive correspondence, presentations, and reports.
- Maintained highly confidential legal and corporate records while ensuring compliance with records retention policies and regulatory requirements.
- Served as the primary liaison between executive leadership, attorneys, business partners, vendors, and external stakeholders.
- Coordinated departmental budgets, purchase orders, invoice processing, and vendor relationships.
- Managed onboarding and offboarding activities, including technology asset allocation, inventory management, and equipment recovery.
- Maintained enterprise asset inventories, software licensing records, and equipment tracking systems.
- Supported litigation, regulatory, compliance, and corporate governance initiatives through document management and administrative coordination.
- Developed and maintained electronic filing systems that improved efficiency and document retrieval.
- Coordinated executive meetings, conference rooms, video conferences, corporate events, and company communications.
- Assisted with contract administration, legal matter tracking, workflow management, and executive reporting.
- Produced executive reports, dashboards, presentations, and business documentation using Microsoft Office Suite.
- Demonstrated exceptional attention to detail, discretion, professionalism, and the ability to manage multiple competing priorities in a fast-paced executive environment.

EDUCATION & PROFESSIONAL TRAINING

North Eastern College

Trinidad

Pan American School of Travel

Reservations · New York

Roytec Institute of Business

Managerial Studies · Trinidad

John & Associates, Psychologist & Training Consultants

Customer Relations · Trinidad

Career Blazers Learning Center

Washington, DC