

ESSENCE CLARK

B U S I N E S S A D M I N I S T R A T I O N

Dear Hiring Manager,

As a high-performing Executive Assistant, I read your posting for a new Executive Assistant with interest. My experience aligns well with the qualifications you are seeking for your organization, in particular my current role as a virtual Executive Assistant with my firm, and I am certain I would make a valuable addition to your organization.

I have been offered opportunities to help rapidly grow startup companies to assisting existing companies with proper organization and implementing systems that make what they do much simpler. In addition to my experience and personal qualities, I have a solid educational foundation and a passion for executive administration and support.

Enclosed you will find my resume, which further details my skills, experience, and qualifications. I look forward to further discussing with you how I can contribute to the goals of your organization. Please contact me at your earliest convenience.

Sincerely,

Essence S. Clark

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(347)722-3565

info@essenceclark.com

1722 Carrington Drive, Griffin GA



ESSENCE CLARK

OPERATIONS / EXECUTIVE ASSISTANT

CONTACT

(347)722-3565
1722 Carrington Drive
Griffin, GA 30224
info@essenceclark.com

SUMMARY

Strategic and Innovative Business Administration Professional who thrives both independently and in group settings. I am able to translate business visions into operational and HR initiatives that improve performance, profitability, growth, and employee engagement.

SKILLS

- Human Resources Management
- Workplace Conflict Resolution
- Executive Administration
- Benefits Administration
- IDI Qualified Administrator
- Payroll Management
- Project Management
- PeopleSoft HRMS
- Microsoft Office

EXPERIENCE

CHIEF OPERATIONS OFFICER / EXECUTIVE ASSISTANT

Essence Clark Virtual Consulting, LLC

2015 - Present

- Oversee, refine, and execute employee standards and procedures, using and improving HR existing and recommended systems and processes.
- Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages.
- Ensure legal compliance by monitoring and implementing applicable HR federal and state requirements, conducting investigations, and maintaining records
- Develop actionable business strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with CEO.

HUMAN RESOURCES / OFFICE MANAGER

Compound Entertainment Finance / Very Polished Nails

2012 - 2015

- Partnered with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
 - Managed the talent acquisition process, which included recruitment, interviewing, and hiring of qualified job applicants.
 - Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
 - Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions).
 - Hybrid Position
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EDUCATION

University of Phoenix
MASTER OF BUSINESS ADMINISTRATION

University of Phoenix
BACHELOR OF BUSINESS MANAGEMENT