

# Kate Mark

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## EXPERTISE: EXECUTIVE ASSISTANT IN HIGH-TECHNOLOGY

### *Modus Operandi: Trust but Verify*

Resourceful Problem Solver – Improves Processes – Diplomatic Communicator & Negotiator  
Practices Confidentiality and Sensitivity – Focus on Client & Customer Satisfaction  
Advanced Level Technical Skills in a Multitude of Software Applications

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### Career Highlights

- *Earned 8 years of consistent 'Excellent' ratings in annual performance review.* Met critical deadlines while managing multiple projects yet maintained peak performance and productivity.
  - *Positioned company for \$12 million in private equity investments* by delivering results in cost cutting, organizational growth, and bottom line improvements.
  - *Independently edited, revised, formatted, indexed, and produced manager's 2 published technical books.* Liased with publishing house, authors, graphic designers and neuroscientists.
  - *Bachelor of Fine Arts Degree,* University of Connecticut, Storrs, CT
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### Professional Experience: 8+ Years' Project, People, and Operations Administration

#### **Event Planner: 2008 – 2009**

*Mind and Life Institute, Boulder, CO*

- Implemented new cross-promotion with non-profit organizations of similar mission. Solicited event promotion across government agencies and with higher education officials.
- Maximized resources by managing and mentoring 2 volunteers plus 1 marketing intern to assist in meeting project deadlines.
- Reduced outsourced attendee name badge production costs 35% by implementing a streamlined in-house strategy that permitted easier last minute changes and additions.
- Demonstrated grace under pressure by remaining calm, proactive, and flexible when bomb scare threatened to relocate or cancel event's VIP luncheon in Washington, DC. Performance praised by guests and management.

#### **Executive Assistant for CEO & Executive Team: 2006 – 2007**

*Knight & Carver Wind Group, San Diego, CA*

- Leveraged CEO's time to focus on strategic goals by proactively managing 12 direct report performance reviews. Upheld highest degree of confidentiality.
- Coordinated public unveiling of 3-D site expansion plan exhibit demonstrated to more than 250 international delegates. Liased with designers, city planners, high-level government officials, press and media.
- Reduced executive memo transcription costs 50% by outsourcing task to online service. Improved turnaround time and allowed greater focus on improving profit strategies.
- Active member of organization's founding 'Green Committee.' Promoted and assessed sustainability progress.

**Project Coordinator & Executive Assistant: 2000 – 2006***Fair Isaac Corporation (formerly HNC Software Inc.), San Diego, CA, NYSE: FICO*

- Increased project team growth by coordinating hires of 2 interns and 2 scientists. Wrote job descriptions, managed human resource interactions, applied use of HRIS software.
- Key player in Artificial Intelligence Advanced Technology Cortronics Project directed by company's Co-founder/Vice President/Chief Scientist, a world-renowned neuroscientist (see [article](#)).
- Managed relocation of project team to larger facility by creating detailed design, planning, and configuring new office spaces and lab based on team's technical requirements and equipment specifications.
- Secured million dollar contracts (commercial and government) by overseeing team's writing, editing, compilation, formatting, and submission of proposals. Administered contract's timeline and deliverables.

**Operations Administrator: 1999 – 2000***Science Applications International Corp. (SAIC), San Diego, CA, NYSE: SAI*

- Analyzed 60+ resumes to categorize staff into specific government job titles based on knowledge, skills, and abilities – increasing department's bid wins for government software development contracts.
- Performed detailed cost/schedule variance analyses of million-dollar contract budgets and reported to manager on the monthly and quarterly performance against budget – while apprising team on project status.
- Reduced department overhead costs by 15% through detailed report analyses and correcting areas of overage.
- Authored promotional briefs for internal corporate newsletter – highlighting department's successes and illustrating business capabilities.

**Summary of Software Application Experience**

Application	Level	Yrs	Task Utilization
3DMax Animation	Intermediate	3	Animated images & movies for technical figures, project logo, and project promotion
Adobe FrameMaker	Advanced	2	Compiling, editing, formatting and producing a published technical book
Adobe PhotoShop	Advanced	8	Formatting & modifying technical figures, photos, and images for publications
Apple iMac, iPhone, iPod	Intermediate	2	Office and home computer, email, calendar, internet research, movie creation
Google Docs & Calendar	Intermediate	2	Meeting scheduling, calendaring, collaborative documents
Internet Browsers	Advanced	13	Researching new business and possible investors, vendors, industry markets, competitors, travel coordination, information retrieval -- excels in attaining answers to any query
Microsoft Access	Intermediate	3	Client contact database and data entry, generating high-level reports
Microsoft Excel	Advanced	13	Budgets, plans, reports, finance, accounting, charts, database, project schedules
Microsoft Outlook	Advanced	13	Email, calendar, schedule, tasks, contacts, distribution lists, advanced search options
Microsoft PowerPoint	Advanced	11	Multi-media presentations with timed animations, sound & video, technical figures
Microsoft Project	Intermediate	3	Statement of work, project plans, staffing, timelines and schedules
Microsoft Publisher	Intermediate	3	DVD and mailing labels, cards, invitations, brochures, marketing collateral
Microsoft Visio	Intermediate	5	Org. charts, floor plans, blueprints, technical drawings, business process maps
Microsoft Word	Advanced	13	Published books, proposals, create forms, correspondence, labels, mail merges, meeting minutes, contract creation, editing, analyses
Social Media	Beginner	1	Facebook, Twitter, event wiki in Ning – to promote education event
Ulead Video Studio	Intermediate	2	Editing & creating digital videotaped presentations for DVD insert to published book