

SOPHIA EBANKS

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SUMMARY OF QUALIFICATIONS

- Excellent verbal and written communications skills
 - Establishes relationships and builds credibility with external partners, management, and peers
 - Strong interpersonal and problem solving skills
 - Strong management and organizational skills that are goal-directed and result oriented, ensuring accurate and timely completion of tasks and projects
 - Extremely versatile, independent and possess excellent multi-tasking skills; Worked seamlessly across three departments for over three years
 - Skilled at developing and maintaining administrative processes that improve efficiency and meet deadlines
 - Exhibit confidentiality when handling all legal and sensitive matters
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PROFESSIONAL EXPERIENCE

United Way of New York City

Sr. Executive Assistant to the EVP & Chief Financial and Operations Officer
Present

2016-

Maintain accurate records of government filings, banking and investments signatories and contacts, approved board and committee meeting minutes and attendance, and other professional services. Conduct meeting preparation, including scheduling participants, preparing materials for board and committee meetings, and handling technology and catering needs. Train staff and board members on our electronic board platform, Diligent. Arrange travel and process expense reports with strict attention to detail. Handle payment of department invoices, purchase requisitions, and check requests. Maintain inventory of office supplies and departmental filing system in accordance with records retention policy. Serve as the main contact with corporate insurance brokers, managing schedule of insurance, leading on completing applications, and submitting insurance materials consistent with deadlines while ensuring all invoices received are paid on a timely basis.

- Manage multi-state registration filings.
- Liaise with CFOO's direct reports and Executive Leadership Team, and serve as initial point of contact for internal and external sources, including communication via phone, email, and correspondence, ensuring quick responses or referrals to departments.
- Monitor requests for executive review and approval, and follow up to ensure deadlines are met, including monitoring the status contracts review and other requests across departments.
- Administer complex calendar and schedule, managing competing priorities efficiently and using judgment to make the appropriate adjustments as needed to optimize productivity and effectiveness.
- Prepare and edit correspondence, communications, presentations, and other documents; maintain files for agenda materials, and provide information to department heads and managers on pending meeting materials and matters.
- Follow up and track action items on behalf of the CFOO.

Sr. Executive Assistant to the Chief Financial Officer and the General Counsel

2012-2016

- Serving as initial point of contact to the Finance and Legal departments from internal and external sources--includes communication via phone, email and correspondence to ensure quick responses or referrals to other United Way departments.
- Supporting key functions of the Finance and Legal departments, such as contracts management, Board and Board Committees meeting preparation and logistics.
- Maintaining schedule of insurance and taking the lead on completing applications for the organization's corporate insurance, compiling responses from departments and managing the submission of insurance materials consistent with deadlines.
- Monitoring internal activities to ensure deadlines are met, including monitoring the status of satisfying requests for legal assistance, status of contracts review and conflicts of interest database and questionnaires.
- Drafting basic legal and financial documents, reports and correspondence and proofreading documents.
- Meeting preparation: scheduling participants, arranging security clearance, reserving conference rooms, and preparing materials for meetings, including meetings of the Audit and Compliance Committee, Finance and Investment Committee, and Governance Committees.
- Drafting correspondence as requested.
- Assisting in the review of UWNYP expense reports.
- Maintaining documents, including Board- and governance related documents, for the Legal and Financial departments.
- Managing EVP/CFOO's complex calendar on MS Outlook.
- Conducting internet research on legal and non-legal issues, creating documents and summaries as needed.
- Maintaining department office supplies
- Making travel arrangements using Concur; process expense reports
- Updating bank/investment signatory cards

Executive Assistant, Education

2009-2012

- Provide administrative support to Associate Vice President and staff in the Education Impact Area to facilitate department's day-to-day performance and functioning
- Oversee department's operations budget by monitoring and tracking all expenses
- Manage department's special projects
- Develop and maintain systems that successfully tracks the progress of department's open action items such as contracts, grants, and check requests; manage over 90 contracts through internal /external execution process
- Compose and proofread documents and correspondence
- Anticipates Associate Vice President's needs by preparing and sharing project status reports on a bi-weekly basis
- Organize and schedule all internal and external meetings and special events. Coordinate and arrange business travel
- Manage and maintain the Attendance Improvement Dropout Prevention's Security Clearance Module database, acting as the first point of contact for queries and problem solving for the database
- In charge of input and upkeep of all Education grants and award payments in the GIFTS grants management software
- Created and implemented new processes to streamline and organize filing system to better manage files

Executive Assistant, 211 Initiatives, Research and Evaluation, Education

2006-2009

- Performed various administrative duties across three departments
- Managed Community Investment Managing Director's calendar
- Act as backup in managing the Vice President of Programs calendar

- Assisted with the management of the 211 Initiatives, a \$360K program to enhance technology for nonprofit service providers: determining eligibility and assessment needs and facilitating purchases while tracking expenses and monitoring budget. Coordinated information and referral trainings for staff from nonprofits throughout New York City region. Transitioned into director's role after departure and close out program.
- Conducted research in support of Associate Vice President of Evaluation for Programs
- Assisted with the preparation of documents as well as with logistics and coordination of CIDMM (Community Impact Decision Making Model) related materials and meetings
- Act as the liaison between Community Investment and Institutional Advancement in identifying United Way of New York City's Community Investment staff and partners to fulfill requests for speakers/presentations at fundraising campaigns and other engagements

HedgeOp Compliance, LLC

New York, NY

2004-2005

Administrative Assistant

- Performed due diligence research for hedge funds and fund of funds
- Provided back up support Office Administrator
- Prepared weekly calendars that included all senior personnel itineraries
- Heavy interaction with personnel and provided support to key projects
- Reception phone coverage; meet and greet clients; responsible for ordering all office supplies and maintaining inventory
- Maintained extensive filing system

Fleishman Hillard, Inc.

New York, NY

2000-2003

Administrative Assistant

- Provided administrative support and coordination of events to Director/Senior Partner and Partner
- Managed partners' calendars; booked travel arrangements and developed itineraries; heavy phone contact
- Liaison between partners and clients; organized and set up meetings including catering and audio visual arrangements
- Supervised consulting media pitchers and assist with Satellite Media Tours and Public Service Announcements
- Process department's expense reports and purchase orders

Sotheby's International Realty

New York, NY

1998-2000

Administrative Assistant

- Maintained database of Manhattan real estate listings
- Generated and distributed daily and monthly reports
- Coordinated the showing of properties
- Supervised reception area

EDUCATION AND SKILLS

Krissler Business Institute

Poughkeepsie, New York

Office Specialist Diploma

Holy Childhood Commercial College

Kingston, Jamaica,

Business Studies Diploma

Proficient in Microsoft Office applications, Diligent Boards, Concur, Adobe Acrobat XI Pro and Visio

Member of the International Association of Administrative Professionals

REFERENCES

Provided upon Request

