

# Ryan Johnson

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## Office Manager / Executive Assistant / Meeting Planner

Seasoned Office Manager and Administrative Support Specialist with over 20 years of wide-ranging experience in the areas of office operations; budget and expense management; senior executive support, document creation, editing and proofreading; support staff management; meeting/event planning; and vendor contracts.

### Experience

NORTHEASTERN ILLINOIS UNIVERSITY [Chicago, IL] ..... 2010 to Present  
Office Manager

Oversee office operations for undergraduate program in Justice Studies

- Initiate submission of academic schedule
- Manage departmental budget and faculty contracts
- Supervise support staff
- Maintain department systems and databases
- Manage department website

Highlight: Managed installation of acclaim x Negotiated rates, contracts, and lease agreements

- Spearheaded development of EL processes, work flow, and documentation
- Collaborated on development of software to support EL processes

Highlight: EL program saved Deloitte \$7+ million over a 5-year period

DELOITTE CONSULTING LLP [Wilton, CT] ..... 1998 to 2003  
Meeting Planner

Planned and executed internal meetings, training sessions, and events

- Developed budgets and negotiated contracts
- Managed entire meeting/event cycle from planning to on-site execution to payment processing

Highlight: Managed budget of \$5+ million annually

Project manager for development and launch of department's intranet site

DELOITTE CONSULTING LLP [Chicago, IL] ..... 1994 to 1998  
Administrative Assistant

Provided executive support to Global Director of Reengineering

- Routinely handled confidential matters
- Significant interaction with senior-level executives and client personnel
- Drafted correspondence and presentations
- Coordinated travel arrangements

Highlight: Planned meetings, training sessions, and semi-annual team retreats

INDEPENDENT CONTRACTOR [Chicago, IL] ..... 1993 to 1994  
Event Planner  
Planned meetings and events for Accenture and Arthur Andersen & Co.

- Managed budgets, tracked costs, initiated payment requests, and prepared budget-to-actual reports
- Conducted site inspections, selected venues, and negotiated contracts
- On-site meeting support

Highlight: Assumed oversight of planning annual company outing for 15,000 attendees

ACCENTURE [Chicago, IL] ..... 1985 to 1992  
Senior Executive Assistant

- Routinely handled confidential matters
- Significant interaction with senior-level executives and client personnel
- Drafted correspondence and presentations
- Coordinated domestic and international travel arrangements
- Editor of three departmental newsletters

Highlight: Chair of Executive Assistant Enhancement Committee

### Education

B.A., Interdisciplinary Studies, Northeastern Illinois University [Chicago, IL] ..... 2014

- Graduated *summa cum laude*
- Named to *Who's Who Among Students in American Universities & Colleges 2014-2015*

### Technical Skills

- Word 2010 – advanced user
- Excel 2010 – advanced user
- PowerPoint 2010 – intermediate user
- Outlook 2010 – advanced user
- Access 2010 – beginning user
- Photoshop CS4 – intermediate user
- Drupal web content system – intermediate user

### Volunteer Activities

CENTER ON HALSTED ANTI VIOLENCE PROJECT [Chicago, IL]

- Hotline Volunteer ..... 2009 to 2012

WINDY CITY PERFORMING ARTS [Chicago, IL]

- Member, Board of Directors ..... 1986 to 1987
- Secretary, Board of Directors ..... 1987 to 1988
- Chair, Board of Directors ..... 1988 to 1990
- Secretary, Windy City Gay Chorus ..... 2011 to 2013
- President, Windy City Gay Chorus ..... 2013 to present