

MARLENA MONTERO

CONTACT

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EDUCATION

BA / JOURNALISM & GRAPHIC DESIGN

SUNY Oswego
2011 - 2015

STUDY ABROAD / SPANISH

Universidad de Barcelona
2015

CERTIFICATES

Google Project Management

SKILLS

TECHNICAL

- Microsoft Office
 - Word
 - Excel
 - PowerPoint
 - Outlook
 - Teams
- Adobe Creative Suite
 - Illustrator
 - Photoshop
 - InDesign
 - Audition
 - Premiere
- Final Cut Pro
- WordPress
- HTML/CSS
- Salesforce, CRM
- Twitter, Facebook

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT

Warner Music Group | November 2020 to Present

- Responsible for the administrative duties for 3 executives including the Chief of People Officer, Head of Investor Relations, and the SVP of ESG
- Manage calendars, including scheduling internal meetings involving C-level executive and external meetings with institutional shareholders
- Coordinate webcast releases for earnings conferences with external team with a primary responsibility for call quality and overall success
- Help manage the quarterly earnings process, including editing scripts, presentations and preparing press releases
- Arrange all travel and manage executives' expense reports

PROGRAM COORDINATOR

Google (Contract) | July 2022 to September 2022

- Designed intricate charts and presentations for Google's FIA team
- Transcribed meeting notes in a structured format

EXECUTIVE ASSISTANT

Ralph Lauren | August 2019 to April 2020

- Responsible for the administrative duties for SVPs of North America Merchandising
- Scheduled and organized all aspects of internal and external meetings with C-level senior executives including connecting information technology, assembling, and notating action points
- Quantified and submitted expense reports on both executives' corporate credit cards
- Coordinated domestic, international, and private travel arrangements including flights, accommodations, dining & transportation
- Effective liaison between SVPs and VPs, including on-boarding of new VPs
- Prepared, created, proofed, and edited documents, decks, agendas, and organizational charts

SALES COORDINATOR

ALM Media, LLC | April 2017 to December 2018

- Built and organized targeted lead databases, through Salesforce
- Assisted sales representatives in every stage of selling cycle from lead generation to final production
- Supervised and advised intern on tasks to meet team goals
- Liaison between advertising sales, marketing, finance, and production departments
- Created print read and online ads for clients, focusing on their primary qualifications to better enhance their appeal
- Managed directory inventory, archiving and monthly sales reporting/analysis in Excel

EXECUTIVE ASSISTANT

Cohen Equities | October 2016 to February 2017

- Managed CEO's calendar, including scheduling meetings & coordinating team events
- Coordinated corporate and personal travel, including international and domestic
- Reconciled CEO personal and corporate credit card statements
- Designed high quality real estate books, flyers and marketing materials
- Served as the primary office secretary which included but was not limited to distributing mail, filing bank and leasing documents for over 25 properties, maintaining office inventory, kitchen supplies and new employee on-boarding