

Gilda Lechner

Executive Business Admin

About Me

I'm a dedicated, loyal, detail-oriented administrator who has supported many high level executives. I have years of experience understanding how to lessen the stress of those I support. I work hard so their job is easier.

Contact Information

Location: Fairfax, VA

Skills & Expertise

★★★★★ Coordination

Managing schedules, Organizing events, Disseminating information, Requesting feedback

★★★★★ Uplifting

Optimistic, Encouraging, Team-focused, Jovial, Professional

★★★★★ Technical

Expense reporting, Fund allocation for events, Outlook calendar management, Email/Teams messaging expert


Professional Experience

Executive Admin at Microsoft Corporation

 January 2020—Current

- Support up to 5 executive consecutively
- Book flights, schedule and cater meetings
- Coordinate communications between executives and key customer representatives

Community Specialist at Microsoft Corporation

 April 2015—January 2020

- Worked out of a Microsoft retail location
- Organized and conducted community outreach events
- Brought neighbors of all ages into fun, educational events so they could remain up-to-date on the latest technology offerings from Microsoft

Pizza Delivery Girl at Pizza Hut (ADF)

 June 2012—April 2015

- Verified quality and taste of many different types of pizza and sides
- Shared expertise on ways to deliver more pizza to more mouths

Achievements

B.A. Communication

 George Mason University

Yea, I did that.

Certified Badass

 School of Hard Knocks

Certificate title is all you need to know.

Hobbies & Interests

I only wear the comfiest of clothing. I'm a massive Taylor Swift fan, but nothing truly compares to the amount of love and adoration I have for my husband, Jack. He is truly the apple of my eye.