

CASSIE WITHROW

ADMINISTRATIVE PROFESSIONAL

casswithrow@gmail.com

EXPERIENCE

Senior Executive Assistant | cPanel, Inc.

2012 – Present

- Solely responsible for managing the day-to-day activity of the CEO, including domestic and international travel
- Manages and develops three direct reports in the Office Administration department
- Oversees complex domestic and international travel for 200+ employees, including flights, hotel, and per diems
- Manages record keeping, monitoring, and expense reports for a ~\$10MM operating budget
- Assists the executive team and legal with drafting SOPs
- Processes Accounts Payable
- Communicates CEO's vision and directives to all levels of the company when needed

Executive Assistant | Celanese

2010 – 2012

- Answered and routed all calls for the company's multi-line phone system
- Coordinated all aspects of office management, including ordering supplies, shipping and receiving of mail and packages, and file management
- Headed the Safety Committee and held two monthly meetings
- Kept meeting minutes and synthesized information into PowerPoint documents for the team
- Scheduled travel arrangements and maintained calendars

Inside Sales | Mannheim

2009 – 2010

- Entered customer and sales data in Sales Activity Management
- Investigated, troubleshooted, and worked to resolve customer issues
- Acted as a liaison between customers, sales, and location personnel to ensure a high level of customer service
- Coordinated sale day promotions and collateral to increase buyer participation
- Represented the Dealer Sales Lane on sale days to promote additional services and upsells

Assistant Manager | American Apparel

2006 – 2008

- Managed a team of 12 – 16 retail associates
- Trained new associates and re-trained existing associates as needed
- Managed associate scheduling
- Communicated company news and updated associates on new products and merchandise
- Worked to ensure store ran smoothly and we were meeting or exceeding daily sales goals

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SKILLS

- Domestic and International Travel
- Accounts Payable and Receivable
- Budgeting
- Scheduling
- Event Planning and Execution
- Vendor Management
- Microsoft Office Suite
- Mac OSX Productivity Tools

EDUCATION

Arizona State University | B.A. Organizational Leadership
Anticipated graduation, May 2019

San Jacinto College
2005 – 2007

University of North Texas
2003 – 2005