



# MARGARET SKUPA

*Executive Assistant*



I have provided over 20 years of Executive Administrative support to several Senior Vice Presidents, and have extensive experience supporting Attorneys and Expert Witnesses. I have been responsible for the safekeeping of sensitive and confidential information, while still working well with others in a team environment. I have collaborated on and assisted with proposal development, writing, and production to support marketing and business development, using a mix of creativity of design and presentation of facts in order to best convey the experience and services offered. I enjoy learning new technologies, and working with computers for both the organization and creative outlets they provide, I am proficient in Microsoft Office and work on both Mac and PC platforms. Having fulfilled the roles of Executive Assistant, HR Representative, Marketing Development, and Office Manager, my skills are broad and translate well into almost any industry.

## SKILLS

### MAC OS / iOS

Adobe Acrobat  
Word  
Excel  
Power Point  
Pages  
Numbers  
Keynote  
iStudio

### PC

Adobe Acrobat  
Word  
Excel  
Power Point  
Outlook

### CLOUD

Drop Box  
OneDrive

## INTERESTS

Dogs  
Horses  
Music  
Technology

## EDUCATION

BA, Psychology - 1979-1983

**DePaul University, Chicago, IL**

Internship with C.A.U.S.E.S  
(Child Abuse Unit for Study Education & Services), 1982-1983

**Illinois Masonic Hospital, Chicago, IL**

Estimating For The General Contractor,  
Advanced, 1999

**UC Berkeley Extension, Berkeley, CA**

Human Resource Management, 2002

**UC Berkeley Extension, Berkeley, CA**

## EXPERIENCE

2015 - present

### Executive Assistant

*MicroEstimating Inc. - San Francisco, CA*

- Executive Assistant to the Founder and President of company
- Composition/editing of letters, reports, marketing proposals, charts, graphs, diagrams, etc.
- Proposal Writing and RFP/RFQ Responses/Submissions
- Design and Development of new and updated Marketing Materials

2007 - present (continuing on a consulting, as-needed basis)

### Executive Assistant/Personal Assistant

*GKCC, LLC - Antioch, CA*

- Executive Administrative Assistant/Personal Assistant to the President of start-up company. Worked as EA to this individual at previous company prior to their closure
- Composition/editing of letters, reports, marketing proposals, charts, graphs, diagrams, etc.
- Meeting/Calendar Coordination
- Travel Planning/Coordination
- Development of Marketing Materials

2003 - 2012

### Instructors Assistant

*UC Berkeley Extension - Berkeley, CA*

- Prepared/edited Instructor's classroom Power Point presentation
- Website development & maintenance for classroom/student use
- Arranged for and coordinated with Guest Speakers
- Responsible for Classroom Materials distribution
- Development and maintenance of attendance roster homework matrix for student participation tracking and final grade determination by Instructor

1999 - 2007

### Executive Administrative Assistant / Office Manager / Human Resources Representative

*AMEC Construction Management, Inc. - San Francisco, CA*

- Executive Administrative Assistant to Senior Vice Presidents & Territory Manager
- Letter writing/editing, meeting minutes, memos, reports, expense reports

## CONTACT

### Phone

(925) 783-0837

### Mail

mkskupa@aol.com

### Website

www.margaretskupa.com

### Address

4804 Belford Peak Way, Antioch, CA 94531

# MARGARET SKUPA

*Executive Assistant*

## CERTIFICATES

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Fundamentals of Personnel law for Managers and Supervisors – Human Resources Council

HR in CA: Time Off, Leaves of Absence and Related Benefits in CA - NCHRA

## REFERENCES

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Available Upon Request

## EXPERIENCE (Continued)

- Managed day-to-day administrative items (i.e., expense reports, supply requisitions, personnel transaction forms, operating budgets, etc.)
- Coordination and supervision of clerical/secretarial support functions for office.
- Collaborated on performance reviews/recommend wage increases; work assignments, etc.
- Responsible for scheduling and planning of meetings, events, and training seminars
- Management of office supply, mail, copy machine, and other vendors and costs.
- Management of off-site document storage and costs

1998 - 1999

### **Marketing / Estimating Assistant**

*AMEC Construction Management, Inc. - San Francisco, CA*

- Collaborated on Design and preparation of marketing multi-media presentations
- Assisted in preparation and design of budget estimates/conceptual estimates/proposals
- Management of bid advertisement placement and design
- Assure adequate subcontractor coverage in all trades on bidding projects utilizing mail, fax, e-mail, and telephone contact
- Responsible for plan, specification and addenda distribution
- Develop and implement subcontractor prequalification criteria and forms to assure integrity of subcontractor database
- Development of subcontractor reporting database system to track and report M/W/DVBE participation and certified payroll

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