

SUSAN CHILKOTOWSKY-KAIN

330 Shady Lane • Marlton, NJ 08053 • (609) 980-2145 • suskain@comcast.net

EXECUTIVE ASSISTANT

Highly Skilled/Confident & Discrete/Results-Oriented

Highly experienced executive assistant with over 20 years of significant, practical skills relevant to the business and operational needs of a variety of industries. Versed in Microsoft Office and Windows operating systems. Capable of performing assigned tasks with minimal supervision and determining work priorities based on department's needs. Accustomed to working under pressure in a fast-paced environment. Detail-oriented and perform all tasks with a high level of accuracy.

- Solid Leadership Skills
- Effective Communicator
- Trustworthy & Privacy Sensitive
- Team Focused
- Detailed Oriented
- Customer Friendly

PROFESSIONAL EXPERIENCE

SIGNATURE HOMES, INC.

Settlement Coordinator/Assistant to Director of Sales & Marketing

West Berlin, NJ

April 2004 – Present

Prepare required documents and paperwork for new construction settlements; coordinate buyer, seller, title company and attorney schedules; attend and facilitate settlements; liaison between Director of Sales and Marketing and Sales Staff; assist in preparation of sales documents and contracts; prepare reports for weekly sales meetings; prepare correspondence and mailings for director and sales team; review proofs for advertising; maintain MARK Systems IHMS database; interact with advertising and marketing vendors; as company downsized, accepted more responsibility in a variety of departments and positions including accounting practices and customer service.

PINNACLE FINANCIAL ADVISORS

Administrative Assistant

Marlton, NJ

July 2002 – April 2004

Administrative assistant for an eight-person firm; developed and maintained the client filing system as well as the electronic research filing system, and electronic Million Dollar Round Table (MDRT) system; changed the electronic client database, ACT to the Microsoft Access database; responsible for new computer installation and software maintenance; entered timesheet/billing information into the database; assisted in the necessary forms and paperwork required for client maintenance; responsible for maintaining the telephone system and answered telephones as necessary; prepared and maintained the conference room for client and vendor meetings; duties also included preparation of outgoing mail as well as opening and distribution of incoming mail and packages.

SAGEMARK CONSULTING, Division of Lincoln Financial Advisors

Software Training Specialist

Cherry Hill, NJ

January 2002 – July 2002

As a software trainer, performed monthly and quarterly downloads of investment and insurance reports. Once downloaded, the reports needed to be "scrubbed" for content and accuracy; maintained the database program (Agent Workbench/CIM) for the office and assisted in preparing the various investment and insurance reports for clients; developed a training program and trained extensively on the CIM product as well as the Microsoft Office products; assisted the Information Technology Department with software and hardware installation.

Producer's Assistant

April 1998 – January 2002

Gathered information and completed Insurance and Investment applications; tracked the progress of those applications as they went through the approval process and supplied additional information as needed; worked closely with clients to meet their needs as well as interfaced with Investment and Insurance Brokers; prepared presentations, letters, charts and graphs for client review; maintained and produced quarterly Asset Allocations for clients as well as a monthly newsletter for investment brokers.

EDUCATIONAL EXPERIENCE

BURLINGTON COUNTY COLLEGE, Pemberton, NJ
Computer Literacy/Programming

ADDITIONAL INFORMATION

INTERESTS – Family Activities, Photography, Travel, Member of NJ Gideon's Auxiliary, Wilton Cake Decorating Teacher. I also enjoy camping and other outdoor activities

NEW JERSEY NOTARY PUBLIC – Expires May 24, 2014

References available upon request

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