

# Virginia A Smith, CPS

100 Happy Hill Drive ♦ Pittsburgh, PA 15237 ♦ 412-302-5551 ♦ dsmith@earthlink.net

## Senior Level Administrative Leader ♦ Corporate Relations ♦ Drive Staff Development

Ambitious and proactive Administrative Leader with expertise in relationship management, program development and driving business activities that support corporate goals for community relations and positive PR. Skilled and accomplished professional eager to integrate over 20 years of experience into a leadership position with an organization that values strong problem solving, team building and communication skills.

## Key Skills Summary

- ♦ Award Winning IAAP® President
- ♦ Superior Communication Skills
- ♦ Delegate and Define Priorities
- ♦ Astute Attention to Detail
- ♦ Effectively Coordinate Work Flow
- ♦ Train and Mentor Admin Staff
- ♦ Technological Savvy
- ♦ Lead New Hire Processes
- ♦ Diplomatic and Tactful
- ♦ Influence Decision Making
- ♦ Cultivate Strong Collaborative Partnerships
- ♦ Event and Meeting Coordination
- ♦ Excellent Writing Skills
- ♦ Loyal and Dependable
- ♦ Persuasive and Effective Speaker
- ♦ Scheduling and Calendar Management

## Professional History

### Allegheny Conference on Community Development, Pittsburgh, PA (2004 to Present)

#### Director, Membership Services (2009 to present)

*The Allegheny Conference on Community Development is a non-profit organization dedicated to providing private sector leadership to grow the economy and improve the quality of life of the ten-county Pittsburgh region. Together with its affiliates, the Pennsylvania Economy League of Southwestern Pennsylvania, LLC, the Greater Pittsburgh Chamber of Commerce, and the Pittsburgh Regional Alliance, the Conference focuses on creating a more competitiveness business climate and marketing the Pittsburgh region for investment and job creation.*

- ♦ Drive relationship building efforts for corporate members of the Regional Investors Council an auxiliary faction of the Allegheny Conference of Community Development.
- ♦ Provide membership support through the creation of communication tools, coordination of membership mailings, facilitating informational sessions and answering inquires regarding the mission of the organization.
- ♦ Build solid strategic partnerships with Executive Assistants to the CEO's, Presidents and Vice Presidents of high profile, Pittsburgh based corporations; influence cooperation and attendance to community fundraising events.
- ♦ Lead development and fundraising activities, track membership data, develop prospects, engage in board meetings and event participation.
- ♦ Gained extensive experience in economic and community development issues and local government structure.
- ♦ Received "Unsung Hero" Award.

### Executive Assistant to Executive Vice President, Corporate Relations (2004 to 2008)

- ♦ Provided superior Administrative Assistance and calendar management for high profile Conference Director tasked with aligning partnerships and investors to support the Regional Investors Council.
- ♦ Established partnerships with Executive Assistants and influenced cooperation from over 300 local corporate partners including PNC, Federated Investors, PPG, ALCOA, K&L Gates, U.S. Steel, BNY Mellon, H. J. Heinz and corporate foundations.
- ♦ Efficiently managed busy calendar filled with speaking engagements, corporate meetings and appearance requests; made final decision on committing attendance due to nature of the event and availability.

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## **Aker Kvaerner, Pittsburgh, PA (2004) - Project Manager (Short Term/Contract Position)**

- ♦ Selected to facilitate all aspects of an office relocation for an Engineering and Construction Services Consultancy; led all efforts to provide a smooth transition for staff including the implementation of new telecommunication system, furniture and office equipment.

## **Thrivent Financial, Sewickley, PA (2002 to 2003) - Regional Officer Manager**

- ♦ Provided leadership for Regional Administrative Staff for a high profile Financial Investment Firm; instrumental in developing short and long term goals to drive brand development and consumer awareness, Human Resources initiatives, employee training and development and recruiting processes.
- ♦ Maintained recruiting database to gain a pipeline of qualified applicants, processed applicant background checks, references and coordinated licensing and contracts for Financial Advisor candidates.
- ♦ Established, implemented and enforced office policies and procedures, and set workflow priorities and standards.

## **Franklin Interiors - Pittsburgh, PA (1998 to 2001) - Manager of Administrative Services**

- ♦ Oversaw day to day initiatives for administrative responsibilities including; facilities management, telecommunications, special event planning, procurement and corporate travel arrangements.
- ♦ Managed \$100K annual operations budget and interacted with management leaders from all departments to define business plans, define capital budget requirements and establish short and long term goals.
- ♦ Participated in new hire orientations and monitored the Corporate Safety Program for compliance.
- ♦ Received "Rookie of the Year" Award.

## **Killam Associates - Warrendale, PA (1989 to 1997) - Executive/Marketing Assistant**

- ♦ Began tenure in position as an Executive Assistant to the EVP/GM; gained promotion to Marketing Assistant Position in 1996.
- ♦ Provided administrative leadership for high profile executives, oversaw day to day activities of support staff and made recommendations for performance evaluations, salary increases and promotions for Industrial Support Group.

## ***Education ♦ Professional Development ♦ Memberships***

University of Pittsburgh – External Studies Program, On-going seminar and workshop attendance

Certified Professional Secretary® (CPS®) - Recertified 2005

Presenter: Mentoring and Coaching, Leadership Skills for Women, Facilitation for Team Leaders, and Communication Through Stories

International Association of Administrative Professionals® (IAAP®), Pittsburgh Chapter, Program Committee Chair (2004 to 2005) PA Division President - Received Distinguished Division President and Outstanding Division President in Membership Awards

October 2008: Keynote Presenter, graduation ceremonies for the Bradford School.

Fall 2007: Guest Facilitator at the University of Pittsburgh, Emerging Leaders Program.

