

Stephany Dungey

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Administrative professional with extensive experience in managing business relations and special projects at the Senior Management Level. Dedicated, well-organized, and client-focused Executive Assistant, offering ten plus years of significant experience in self-directed positions with proven interpersonal, communications and multi-tasking skills. Work quickly without compromising quality. Minimum supervision needed.

Core Competencies

- Organization and planning
- Communication
- Problem identification analysis
- Problem solving
- Adaptability
- Project Management
- Initiative
- Interpersonal skills
- Attention to detail and accuracy
- Relationship building
- Research analysis
- Judgment and decision-making

Professional Career Overview

Ericsson Services Inc. **January 2010 – July 2020**

Executive Assistant/Project Manager - Network Transformation Program – (February 2020 – July 2020)

- Determined, defined, and aligned scope with resources needed to complete tasks on time
- Tracked project status and made adjustments and escalations as needed
- Developed and managed project schedules
- Provided project updates to key stakeholders and identified areas of improvement
- Utilized best practices and tools during project execution (MS Project, Planner)

Executive Assistant/Project Coordinator - DO CSR Swap Project - (September 2018 – February 2020)

- Ordered the equipment and managed logistics process for the \$50M+ Sprint Cell Site Router Upgrade program consisting of over 30,000 sites
- Managed service providers in the SMRT ordering and payment system
- Optimized equipment management process with Sprint to ensure site-upgrade equipment arrived on time
- Initiated automation of weekly/daily reports for the DO CSR Swap team, using Capstan
- Managed project SharePoint page for tech scheduling, equipment ordering and customer exception approvals
- Managed the Daytime Exception Request process

Executive Assistant I (January 2010 – September 2018)

- Performed diverse and advanced administrative duties for executive-level managers
- Utilized thorough knowledge of the business and organization, providing administrative processes and projects, to include composition of professional and personal correspondence and the processing of departmental expense reports
- Managed emails, phone calls, and invitations
- Scheduled and coordinated professional and personal events, meetings, and appointments
- Maintained the executive's business/personal calendar and arranged travel reservations and itineraries
- Prepared for meetings and personal events by creating agendas and presentations
- Monitored department project budget, keeping management apprised of budgetary status
- Acted as coordinator of departmental projects, followed up on pending details, coordinated project team activities and ensured deadlines were met
- Utilized technical terminology and materials from several sources to transition rough drafts into final documents

Fort Dodge Animal Health - Division of Wyeth Pharmaceuticals
June 2005 - December 2009***Executive Assistant Human Resources***

- Provided executive level administrative support to Sr. Vice President of Human Resources and seven direct reports with demonstrated ability to improvise, improve procedures, and meet demanding deadlines
- Liaison between all departments to ensure proper communications and reporting practices
- Planned and coordinated corporate luncheons and presentations for on-site and off-site meetings
- Organized details of special events, travel arrangements, corporate agendas and itineraries
- Processed monthly expense reports and supporting documents
- Collaborated with departmental managers for master reports to facilitate the accurate and timely writing, editing and preparation of final copy from draft distribution
- Served as divisional process owner for the Employee Action Notice process (EAN)
- Effectively managed divisional headcount, salary, and benefit budgets
- Handled highly confidential materials on a daily basis
- Created, compiled, and maintained data for global monthly reports

Education

Bachelor of Science – Organizational Management & Leadership
Friends University – Wichita, KS