

REGINA D. QUIJADA

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I am self-motivated and take initiative. I prioritize well, have excellent organizational skills and pay attention to detail. I am able to manage multiple projects at any given time. My goal is to continue to progress as an Administrative Assistant and to work with top management.

Employment History

SYNOPSIS, Mountain View, CA

March, 2012 - Current

Position: Administrative Assistant /Sales Program Coordinator

- Support directors with tracking forecasting opportunities and keeping SalesLogix data current, submit weekly forecasts, and work with Korea on overlay opportunities.
- Support incoming calls for regional Sales teams, field general sales inquiries.
- Manage calendars, organize meeting schedules, attendee availability and manage conflicts.
- Coordinate AV and IT requirements for video conferences and webcasts.
- Coordinate onboarding of new employees with HR.
- Arrange international and domestic travel, reconcile monthly expense reports, process purchase requisitions and facilities work orders.
- Work cross functionally on behalf of sales on special projects, events and other related activities.
- Work closely with Sales Operations, cut temp keys, request new customer sites, and maintain customer site files.
- Assist with the development and production of reports.
- Assist with Merger and Acquisition's integration by coordinating communications, tracking sales and order related information, submitting daily reports, maintaining constant communication with Order Management teams and access to SharePoint to ensure a successful integration.
- Responsibilities within the overall Sales workflow functions owned by the Sales Initiative included: Temp Key (Approval Tool) Testing, Content review of Sales Knowledge Center (contact owners, drive updates) and SAP product related data (work with PMMs and initiate SAP related product changes when necessary so all active material numbers and associated information are in alignment).

MAGMA DESIGN AUTOMATION, San Jose, CA

January, 2004 – March, 2012

Position: Executive Administrative Assistant

- Managed complex executive calendars including: to plan, coordinate, and execute all requested meetings and events and adapt quickly to changes in schedules and requirements for VP's of Corporate Marketing, Sales, Application Engineers and Business Units.
 - Arranged and coordinated all business travel for executives.
 - Submitted and reconciled expense reports on behalf of executives.
 - Department administrative assistant to 150 employees, facilitating and coordinating communications and administrative procedures across the team.
 - Assisted Human Resource department with scheduling new hire interviews and assisted new hires account set up.
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Magma Design Automation, San Jose, CA (Continued)

- Supported Corporate Marketing with registrations and logistics of tradeshow, events and seminars, acted as booth manager.
- Managed purchase requisition process and budget tracking.
- Managed website registrations, classroom, capacities, and enrollment communications.
- Managed training operations and maintained necessary records.
- Assisted with class setup and needs to maintain a quality environment and experience.
- Ordered supplies and maintained storage.
- Oversaw logistics of courses running in multiple locations and regions.
- Defined and updated training operations and processes as needed.
- Generated quarterly reports on operations, staffing, and classroom evaluations.

SAN JOSE UNIFIED SCHOOL DISTRICT, San Jose, CA

April 2002 – December, 2003

Position: Office Assistant Level I & II

- Supported Principal, Assistant Principal, Health Aid and School Secretary.
- Scheduled appointments, arranged meetings and conferences, maintained office records and files, acted as customer service representative, and answered phones, greeted public.
- Purchased text books and office supplies, submitted work orders.
- Documented and submitted Mandated Cost to district office.

Previous History**SYMBOL TECHNOLOGIES, San Jose, CA**

September, 2000 – May, 2001

Position: Administrative Assistant

iREADY CORPORATION, Santa Clara, CA

September, 1999 – September, 2000

Position: Administrative Assistant

LUCENT TECHNOLOGIES, Milpitas, CA

1999

Position: Lead Receptionist

UNITED ADMINISTRATIVE SERVICES, San Jose, CA

1996-1999

Position: Pension Technician II

Education

GED: Santa Clara County Office of Education, 1992.

College Courses: English Composition, Writing Skills, Improved Writing, Microsoft Windows and Excel, Web Tech for Business, Latino Theatre, Elementary Spanish, American Sign Language, Early Childhood Education (30 credits).
