

Hilary L. Walliser

25 Tudor City Place
New York, New York 10017

Over 10 years of excellent customer and client services rapport with proficiency in computer and communication skills. Detail-oriented and knowledgeable professional.

WORK EXPERIENCE:

Oaktree Capital (Formerly Highstar Capital), New York, NY

May 2014 – Present

Executive Assistant

- Acts as a floater and performs any necessary functions relating to that for the entire firm.
- Manage and execute detailed expense reports for finance.
- Schedule and set up high level teleconference calls, activities, agenda, calendar requests, board and management meetings, slide presentations, and all international/domestic travel for C-Level suite and high ranking executives.
- Plan and coordinate PR initiatives, business development events, partner retreats, holiday parties and more.

Highstar Capital, New York, NY

January 2012 – May 2014

Executive Assistant

- Managed and executed detailed expense reports for CEO/founding managing partner/COS and associates.
- Scheduled the agenda, activities and extensive travel for CEO.
- Acted as both assistant to CEO as well as floater for entire firm and reported to numerous teams consisting of the top tier executives.

SOS Limited Temporary Agency, Hamilton, Bermuda

March 2011 – January 2012

Personal Assistant/Executive Assistant/Administrative Assistant

- Provided administrative and personal support to managers with daily office projects.
- Scheduled and assisted in meetings (including Government and Department of Tourism) and presentations, created agendas and took detailed or general overview meeting minutes.
- Assisted in staffing and recruiting all incoming temp-to-perm employees.

Arch Insurance Group, New York, NY and Jersey City, NJ

December 2009 – January 2011

Administrative Assistant

- Scheduled and organized daily meetings and conference calls, managed and maintained calendar requests.
- Reserved conference rooms, coordinated luncheons for traveling or home office employees.
- Created and executed numerous projects using Excel, Word and PowerPoint, including project guide manuals for console usage and Iron Mountain process file room projects.

Frank Crystal & Company, New York, NY

September 2007 – November 2009

Administrative Assistant

- Provided extensive administrative support for the entire second largest privately-held retail brokerage firm.
- Processed company invoices, statements and check requests for outside vendors.
- Coordinated travel arrangements and itineraries for President/CEO.
- Created marketing materials for client meetings.

Lord and Taylor, New York, NY

June 2006 – December 2009

Sales Associate (Part-Time)

- Organized and managed store inventory.
- Telephoned and followed up with clientele daily.
- Handled cash flow in register.
- Attended to customers in dressing rooms and on floor.

SKILLS:

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Quick Books, Adobe Photoshop, POS software.

EDUCATION:

Johnson & Wales University, September 2006 – May 2007