

KATHLEEN BOND

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CAREER SKILLS/KNOWLEDGE

Experienced Marketing, Financial Administrative and Export Coordinator with knowledge of Pharmaceutical, Telecommunication and Chemical industries seeks a position that will utilize my diverse skill set and creative talents.

PROFESSIONAL EXPERIENCE

Ashland Chemical – Temp ***Marine Export Processor*** **6/2008 – 11/08**

Process export hazardous and non-hazardous container orders (LCL/FCL), maintain accurate records subject to audit, respond to customer inquiries about product pricing, availability and scheduled deliveries, coordinate with plants across the US to schedule shipments, work with freight forwarders to coordinate export shipments and ensure the proper paperwork arrives with exported materials. This position is a temporary one as the Boonton campus is scheduled to close later this year.

Ashland Chemical - Temp ***Executive Finance Assistant*** **1/2006 – 6/2008**

Pfizer, Inc. – Temporary ***Regional Office Coordinator*** **9/2005 – 12/2005**

- Provided Administrative support and event coordination for Neuroscience New England Regional Sales Manager and Assistant Regional Sales Manager.
- Coordinated and managed specific department functions such as meeting planning, event management, travel arrangements, expense reports, invoicing, budget management and production of collateral and promotional materials.

Cendant Corporation – Temporary Assignments **4/2004 – 9/2005**

Travel Distribution Services ***Executive Assistant to CEO & Vice Chairman***

- Supported CEO and Executive Management by providing the following: Maintained extensive executive calendar activities, managed and implemented conference and event planning, maintained up-to-date contact databases, reviewed and prioritized all incoming correspondence and maintained department budget.

TDS Finance Group ***Assistant to Group Vice President***

- Provided administrative assistance to Group Vice President including: coordinating travel arrangements processing expense reports, managing calendars, scheduling appointments, handling correspondence and completing special projects as assigned.

Real Estate Franchise Group ***Implementation Specialist***

- Created a new position within the Real Estate Franchise Group that managed a large project rollout across four Cendant real estate brands.
- Developed project implementation timelines, milestones and tasks associated with each real estate brand.
- Held weekly conference calls to identify any project rollout challenges and formulated tailored solutions to help improve the implementation process.

ERA Marketing ***Advertising Coordinator***

Research-Cottrell – Temporary **7/2003 – 3/2004**

Hamon Cooling Towers ***Sales and Marketing Assistant***

Concert Communications (AT&T & British Telecom) 4/2000 – 4/2001

Marketing Communications & Event Manager

Managed global and domestic marketing, trade shows and promotional functions for Concert's International Carrier Services Division.

- Successfully selected, planned and executed trade shows, customer events, hospitality functions and meetings for up to 1,000 attendees throughout the U.S., Europe and Asia.
- Evaluated, selected, and managed numerous vendors including domestic and regional advertisers, printers, web designers, and booth designers.
- Produced print ads, web sites, e-mail/direct mail promotions and marketing collateral in support of numerous customer events and sales meetings in the U.S. and overseas.
- Defined marketing communications strategy and messaging for several meetings and events.
- Prepared and managed annual budgets in excess of \$2 million.

AT&T Corporation

7/1989 – 4/2000

Marketing Communications & Event Manager

Created and implemented global and domestic marketing programs in a variety of roles and positions in the Business-to-Business, Consumer, and International divisions.

- Coordinated and planned AT&T's participation in numerous trade shows, customer events and conferences in the US and overseas. Received the 'Global Gold' award for outstanding trade show booth design.
- Managed services and production budgets ranging from \$1 million to \$5 million. Met several "impossible" deadlines.
- Developed several regional and global marketing programs and promotions for product and service launches. Programs incorporated trade shows and events, CD-ROM/multimedia, direct mail, web sites, and inbound and outbound telemarketing.
- Managed foreign language translations of collateral, video and show exhibits for Europe and the Pacific Rim countries.
- Managed outbound and inbound telemarketing centers that focused on a large "win back" consumer direct mail program. Developed incentives that encouraged call center staff to meet stretch objectives. Exceeded expectations by 20%.

RECOGNITION

Consistently ranked in top 10% on performance reviews at Concert and AT&T. Received several Division and Directorate awards for exceptional performance. Awards received include the following:

- *Wide World of Achievement* and *Spot* awards for exceptional performance.
- *Shining Star* and *Star* awards for outstanding Candant customer service.
- *True Achievement* team award for excellent team contributions.
- *Impact* award for development and execution of Customer Satisfaction Survey.
- *Global Gold* individual award for outstanding trade show booth design.
- *Excellence in Action* for creation and implementation of two key customer programs.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Raritan Valley Community College, Marketing Studies
Paul Smiths College of Arts and Sciences, A.A.S.

COMPUTER SKILLS

Windows XP Professional (Word, Excel, Power Point, Outlook), SAP, Lotus Notes