

# Pamela J. Glorioso

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**OBJECTIVE** Self-directed, resourceful and passionate administrative professional seeking a position as the Executive Assistant to the President of Master Lock Company, bringing strong organizational and communication skills to provide successful support to the office.

## **CAREER OVERVIEW**

**MASTER LOCK COMPANY/WATERLOO INDUSTRIES, INC., OAK CREEK, WI** 2007 - Present  
*Executive Assistant to VP & GM Life Safety, VP Retail Marketing (Master Lock) and VP & General Manager (Waterloo Industries)*

- 2007-2009 Provided administrative support to CFO, and was back-up to CEO in Executive Assistant's absence.
- 2009-2010 Provided administrative support for Waterloo Industries – VP & General Manager, VP Marketing & Product Development, VP Industrial Sales, VP Manufacturing & Supply Chain Management, and staff.
- 2010 – Provided administrative support to VP Commercial Business Marketing.
- 2010 to present – Provide administrative support to VP & General Manager Life Safety (Master Lock), VP Retail Marketing (Master Lock) and VP & General Manager (Waterloo Industries).
- Provide additional administrative support for department(s) Directors, Managers and staff.
- Responsible for ensuring the efficient operations of all functions related to executive staff, which requires accountability, time management, teamwork and collaboration, planning and organizing, and continuous learning.
- Compose various correspondence and presentations for meetings.
- Plan, research and recommend to management conference sites, management meetings, and business travel.
- Departmental lead assistant in coordinating travel, business meetings, conferences. Establishes business relationships with various venues utilized for offsite meetings, to include excellent negotiating skills with regard to meeting costs, etc.
- Maintain appointment calendars; prepare domestic and international travel, including VISA applications.
- Primary stateside department contact for international travel, onsite meetings and dinners for Master Lock Europe and Nogales employee visits.
- Expense report reconciliation and documentation for three executives.
- Manage Master Lock and Waterloo certificates of liability insurance.
- Process and manage departmental invoices/payments utilizing Oracle system.
- Manage apparel and promotional items inventory for Master Lock and Waterloo.

**ROUNDY'S SUPERMARKETS, INC., MILWAUKEE, WI** 2005 – 2007  
*Executive Assistant to Senior Vice President & Chief Financial Officer, Vice President & Controller, Vice President Loss Prevention & Corporate Security*

- Provide administrative support to the Chief Executive Officer in Executive Assistant's absence.
- Responsible for ensuring the efficient operations of all functions related to executive staff, which requires accountability, time management, teamwork and collaboration, planning and organizing, and continuous learning.
- Prepare and distribute agendas and minutes for accounting staff meetings and Information Security Forum meetings.
- Compile data and prepare shrinkage/loss statistical analysis for Loss Prevention.
- Maintain appointment calendars for executive staff including travel accommodations and special arrangements.
- Responsible for balance and submission of Corporate VISA account, executive staff expense reporting.
- Coordination of new store Grand Openings and corporate annual charity golf event.
- Assist Director of Public Relations with promotional initiatives.
- Corporate representative for Milwaukee East Town Association's "Downtown Employee Appreciation Week" and coordinator/planner for company sponsored event "Jazz in the Park".

**FORTUNE BRANDS, INC., LINCOLNSHIRE, IL** 1999 – 2005  
*Executive Assistant to Senior VP, Strategy & Corporate Development & Corporate Director, Human Resources*

- Negotiated and managed vendor contracts and logistics.
- Point person for planning/coordinating Diversity conferences and initiatives, and Corporate Internship Program.
- Coordinated Fortune Brands' Insight Leadership Conferences to promote growth opportunities for developing the full potential of women employees.
- Trained employees on Focus On-line Performance Management System.
- Maintained and followed-up with administrative portion of employee tuition reimbursement program.