

BE M. WARD

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PROFESSIONAL EXPERIENCE

BBVA, *Executive Assistant II, Feb 2014 – current* Phoenix, AZ
Support West Region Executive of Commercial & Wealth with management of teams located in AZ, NM, CO, and CA. Event coordination for annual summit meetings and other special events such as service awards for internal employees. Point of contact for Cybergrants approval for applications in the West. Handling of highly confidential information and situations that require discretion. Dotted line management of five administrative staff who support the corresponding market CEOs. Originally hired to support West Region Retail Sales Executive prior to restructure of LOBs.

FIRST SCOTTSDALE, *Executive Assistant to CEO, July 2013 – Dec 2013* Scottsdale, AZ
Recruited to help grow the support staff for a fairly new bank. Researched options for benefits and other human resources related functions. Minute taker for board meetings and other important meetings. Helped CEO with calendaring both personal and business, expenses, travel and other day to day duties.

GPEC, *Executive Assistant to CEO, April 2011 – June 2013* Phoenix, AZ
Heavy calendaring of CEO's schedule as well as management of both internal and external communications to staff and investors. Primary point of contact for 70 Board of Directors and their assistants. Prepare materials and minutes for Board of Directors, Executive Committee, Performance Committee, Nominating Committee and Audit Committee meetings. Maintain compliance with Open Meeting Laws and Bylaws of organization. Exposure to highly confidential information including compensation, bonuses and potential locates for economic development. Co-chair for GPEC's annual dinner with over 500 attendees.

BBVA COMPASS, *Executive Assistant, May 2007 - April 2011* Phoenix, AZ
Supported the City President for the Corporate and Commercial Real Estate group and performed office manager duties. Managed business entertainment events for clients and event planning for the department. Managed six administrative support staff with phone and vacation coverage. Administrator for board referral points and Compass Foundation charitable funds.

MFS, *Office Associate, Oct. 2005 - March 2007* Boston, MA
Aided the Chief Compliance Officer, Sr. VP of the Compliance Department with department operations including financial budgets, compiling reports and committee meeting materials, editing board memos, updating presentations and organizational charts and leading other projects on an ad hoc basis. Supervised administrative staff, facilitated space/moves and primary administrator for the Out of Office Database for the entire department.

MORGAN STANLEY, *Contracted Employee thru Philly Temps Agency, April 2005 - Oct.2005* Philadelphia, PA
Assisted three Senior VP/Wealth Advisors in the Individual Investors Group division with office administration. Tasks included serviced clients' inquiries and requests, compiled research on prospects, composed mailings of current media and newsletters to clients/prospects, prepared AssetScan and Morningstar reports for presentations and managed college interns.

THE MONITOR GROUP, INC., *Financial Planning Assistant, Oct. 2004 – Feb. 2005* Martinez, GA
Supported a Fee-Only Financial Advisor/President in a small business with comprehensive financial plans for clients using programs like Centerpiece and ProTracker System. Other duties included acting as the Chief Compliance Officer and upholding compliance related issues and Code of Ethics for employees.

VIA (VOLUNTEERS IN ASIA), *English Teacher, Sept. 2002 – June 2004* DaLat, Vietnam
Taught English as a Foreign Language to DaLat University students in Vietnam. Contracted to teach reading, writing, listening and speaking courses. Worked with both foreign teachers and local Vietnamese teachers to develop a curriculum for English majors while participating in a cross-cultural exchange. Led group meetings to create course outlines and design mid-term and final examinations.

FLEETBOSTON FINANCIAL (now BofA), *Executive Assistant, July 2000 - July 2002* Boston, MA
Assisted two senior executives in Debt Capital Markets with calendar management and administrative duties. Supervised high school and college interns.

EDUCATION

NORTHEASTERN UNIVERSITY, Boston, Massachusetts
Human Resources Management Graduate Certificate Program awarded in June 2002.

BOSTON COLLEGE, Chestnut Hill, Massachusetts
Bachelor of Arts degree in Psychology and English awarded in May 2000. Recognized for Dean's List.

SKILLS

Computer savvy with proficiency in MS Outlook, Word, Excel, PowerPoint, Visio, OrgPlus, Salesforce and Adobe Acrobat. Ability to learn new programs and adapt to different systems. Excellent communication, organization and interpersonal skills. Notary Public expires September 2023