

Maura Martin Hume
Office Executive Coordinator
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EDUCATION

B.S. Sociology – Keene State College (2004)

PROFESSIONAL EXPERIENCE

EASI•CONSULT, LLC, St. Louis, MO

Office Executive Coordinator (May 2007 – Present)

- Provide professional administrative support to Consultants including document production, presentation design, travel arrangements, meeting coordination and survey support.
- Format, review and edit EASI•Quotients® Assessment and Selection reports, technical reports and Assessment Center reports.
- Format, review and edit federal government and client proposals.
- Coordinate the creation and production of Assessment Center program documents.
- Helps oversee part-time administrative staff.

AON CONSULTING, Newburyport, MA

Project Coordinator (June 2004 – August 2007)

- Provided administrative support to Senior Vice President, including desktop publishing, graphic design, marketing, invoicing, database management, email/telephone correspondence, document drafting/production, presentation design, travel arrangements, calendar management, meeting coordination, research and survey administration.
- Provided excellent service and support to diverse clientele with the absolute highest level of professionalism and confidentiality.
- Supported consulting projects from initial contact to completion.
- Provided back-up support and training to additional business units.

CAMBRIDGE GALAHER SETTLEMENTS (An Aon Subsidiary), Andover, MA

Intern (May 2001 – December 2004)

- Provided administrative/client support to Case Managers, Business Analysts and Regional Supervisors.
- Aided in all aspects of pre- and post-settlement structured settlements.
- Completed detail and deadline-oriented projects with minimal supervision.
- Answered, screened and directed claimant calls.

CAMBRIDGE INTEGRATIVE SERVICES GROUP (An Aon Subsidiary), Andover, MA

Administrative Assistant (September 2002 – August 2003)

- Provided administrative assistance to Medical Claims Representative and Registered Nurse.
- Maintained and organized confidential files for healthcare industry claims.
- Prepared/tracked invoices for services rendered.

TECHNICAL SKILLS

Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Caselog, Filemaker Pro, Lotus Notes, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Salesforce.com, SPSS for Windows, and TeamSite.