

# **Maura Martin**

## **Office Coordinator**

314.209.9495, ext 730 – mmartin@easiconsult.com

### **EDUCATION**

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

### **PROFESSIONAL EXPERIENCE**

#### **EASI•CONSULT, LLC, St. Louis, MO (May 2007 – Present)**

##### **Administrative Coordinator**

- Provide professional administrative support to Consultants including document production, presentation design, travel arrangements, meeting coordination and survey support.
- Support consulting projects from initial contact to completion with absolute highest level of professionalism and confidentiality.

#### **AON CONSULTING, Newburyport, MA (June 2004 – August 2007)**

##### **Project Coordinator**

- 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 our 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, Andover, MA (May 2001 – December 2004)**

##### **(An Aon Subsidiary)**

##### **Intern**

- 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, Andover, MA (September 2002 – August 2003)**

##### **(An Aon Subsidiary)**

##### **Administrative Assistant**

- 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.