

# Ashley Holmes

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## Professional Experience

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### **J.C. Cannistraro, LLC - Watertown, Massachusetts – December 2013-Present**

#### **Executive Assistant / Office Manager / Notary Public**

- Provides administrative support to the CEO, CFO and General Counsel through day-to-day calendar and schedule management
- Arranges corporate and personal travel for Executive team
- Maintains high level of confidentiality in regards to sensitive financial and legal documents
- Prepares and audits monthly expense reports
- Collects and assembles slides in preparation for company meetings
- Coordinates corporate on-site and off-site meetings and events including:
  - **Quarterly company-wide town hall business review**
  - **Monthly Senior Leadership meetings**
  - **Arranged and attended annual off-site Peer Group retreat in Grand Cayman**
- Manages reception team and front desk operations
- Tracks and organizes office supply inventory
- Maintains office floorplans and coordinates space buildouts
- Assists Human Resources with on-boarding processes and procedures
- Active volunteer on company charity/team-building board including management of the following:
  - **2014-2018:** Planned and executed company holiday banquets
  - **2016-2019:** Boston Children's Hospital "Corporate Cup" raising more than \$10,000 for BCH
  - **2016-2019:** Watertown Finish Strong 5k to support the Watertown Police Department
  - **2017:** Successfully delivered a fundraising affair for over 200 employees surrounding the Sail Boston event

#### **Project Administrator – HVAC / Purchasing Administrator**

- Sole individual providing administrative support to 30 HVAC project managers, overseeing over 150 active construction jobs, while acting as an assistant to the Purchasing Manager
- Collaborated with field personnel, general contractors and subcontractors to coordinate execution of project documents
- Assisted teams with project closeout items
- Verified pricing and approved/rejected invoices
- Obtained vendor pricing for commodities and created pricing comparison spreadsheets to facilitate vendor selection for jobs
- Expedited purchase orders in ERP system
- Collected data and generated quarterly rebate reports for material manufacturers

### **CLK Properties - Woodbury, New York - February 2012-December 2013**

#### **Receptionist for Commercial and Multi-Family Property Management Company**

- Answered phones and routed calls to appropriate employee
- Greeted visitors and directed them to the designated meeting place
- Maintained Excel database for certificates of insurance for both tenants and vendors
- Input vendor contract information into ERP vendor management system
- Responsible for ordering food and supplies while managing monthly budget

## Application Proficiencies

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PC • Mac • Word • Excel • SharePoint • Teams • Concur • Bluebeam • DocuSign • ShoreTel • Box

## Education and Accolades

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**Stony Brook University** • Stony Brook, NY • **Bachelor of Arts Sociology** • December 2011

**Isenberg School of Management at UMASS** • Amherst, MA • **Certificate in Meeting and Event Management** • May 2019

**Finalist • The Admin Awards • "Office Manager of the Year" • 2019**