

Tanya M. Lawson

Tel: 732-799-5977 | Email: lawsontm67@gmail.com | Website: TanyaMLawson.com

OBJECTIVE: Highly organized Executive Assistant with 20+ years supporting senior leadership, managing calendars, coordinating cross-functional projects, and maintaining high standards of confidentiality. Proven ability to thrive in fast-paced, agile environments while juggling shifting priorities and interfacing with internal teams, external partners, and high-level stakeholders. Seeking to bring my strengths in executive support, operations, and relationship management to the Executive Assistant role at Audible, assisting the Global Head of Urban Innovation.

SKILLS: Executive Support • Calendar & Schedule Management • Travel Coordination • Cross-functional Collaboration • Project Coordination • Event Planning • Expense Reporting • Discretion & Confidentiality • Multitasking & Prioritization • Microsoft Office Suite • Problem Solving • Communication & Professional Correspondence • Stakeholder Engagement

CONTINUING EDUCATION:

Coursera – Vanderbilt University OpenAI GPTs: Creating Your Own Custom AI Assistants	Jan 2025 Degree: Certificate
GrowthSchool Generative AI Mastermind 16 Hours – Prompt Engineering, AI Automations	Dec 2024 Degree: Certificate
Coursera – University of Michigan 18 Hours – Python Programming for Everybody	Nov 2022 Degree: Certificate

EDUCATION:

Academy of Massage Therapy, Hackensack, NJ Clinical Massage Therapy	Degree: Certificate (13-month Program)
American Business Institute, New York, NY Certified Executive Secretary and Word Processor	Degree: Certificate (12-month Program)
Murray Bergtraum for Business Careers High School	Degree: Diploma

EXPERIENCE:

A & E Group – Nashville, Tennessee

Remote Operations Manager

Mar 2023 – May 2025

Part-time

- Served as the executive's primary administrative partner, managing schedules, coordinating meetings, and ensuring smooth cross-team communication in a fast-paced remote environment.
- Managed expense reporting, billing reconciliation, and confidential documentation for executive-level operations.
- Organized virtual and in-person team meetings, trainings, and operational events; prepared agendas, minutes, presentations, and supporting materials.
- Handled sensitive information with discretion and maintained trust-based relationships with internal leadership, partner organizations, and vendors.

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Licensed Massage Therapist – Self Employed

Jun 2010 – Mar 2025

- Gained firsthand experience in entrepreneurship and the demands of running a small business.
- Managed end-to-end client experience from intake and scheduling to follow-up and resolution, maintaining meticulous records and delivering consistent satisfaction.
- Demonstrated exceptional active listening and problem-solving skills to meet individual client needs.
- Managed scheduling and financial decisions independently, ensuring steady income and operational sustainability.

Lele's Used Cars Lot – Orange, New Jersey

Apr 2019 – Jul 2024

Office Manager/Executive Assistant

- Provided high-level executive support to the owner, managing calendars, travel arrangements, and multi-step scheduling needs involving customers, vendors, and state agencies.
- Drafted professional correspondence, prepared reports, and coordinated follow-ups with key partners and government officials (NJDMV).
- Coordinated onsite and offsite meetings, prepared documentation, and ensured agendas and materials were delivered ahead of deadlines.
- Managed confidential customer and financial records with integrity and accuracy.
- Oversaw daily office operations, vendor relationships, and technology support, ensuring a seamless and professional work environment.
- Balanced competing priorities and rapidly shifting tasks with independence and sound judgment.

Catholic Charities – Dept. of Persons with Disabilities

Nov 2010 – Jan 2017

Residential Counselor – Direct Care Position

- Provided support services: daily living, life skill development, supportive residential counseling, transportation, etc. as needed by each resident to residents to foster their individual growth and development.
- Provided compassionate, personalized care and problem resolution in emotionally sensitive settings—skills directly transferable to customer advocacy and escalation management.
- Administered and supervised medication.
- Participates in the development and implementation of the Individual Recovery Plan for each resident.
- Communicated, in written & verbal form, assessments & observations of consumers to other treatment team members. Maintained accurate/current client documentation according to accrediting standards.

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Interstate Industrial Corp., Clifton, NJ 07012
Executive Support to CFO and Controllers

Nov 2001 to Aug 2009

Contract Administration:

- Provided timely communication and resolution of account discrepancies and payment issues.
- Maintained accounts receivable aging reports to monitor outstanding balances.
- Organized and updated contract files, including:
 - Executed contracts, approved and pending change orders, and certificates of insurance.
- Entered budgets for new projects into the Timberline system.
- Issued job cost reports to Project Managers for financial oversight.

Accounting:

- Informed executives of daily cash balances to aid in financial decision-making.
- Deposited receipts and recorded transactions in accounts receivable and the general ledger.
- Ensured accurate cash postings in the accounting system.
- Managed all wire transfers, including:
 - Initiated transfers, setup bank accounts in the system, maintained bank files and backups.
- Ensured weekly payroll taxes were submitted via Electronic Funds Transfer (EFT) and recorded in the system.
- Entered requisitions and reconciled amounts with Timberline contract information.
- Prepared monthly analyses, including:
 - General & Administrative (G&A) expenses, legal costs, and cash transfers.

Payroll:

- Prepared and distributed bi-weekly payroll for Atlantis Health Club.
- Assisted the payroll administrator with weekly payroll for Interstate Industrial and Interstate Drywall, including:
 - Paid taxes, accordingly, entered new hires into the system, recorded weekly time entries.
 - Completed labor forms to ensure proper union payments.
- Ensured accurate recording of all deductions, such as:
 - Union dues, 401(k) contributions, and garnishments.

REFERENCES: Available Upon Request