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**OBJECTIVE:**

Currently seeking an Executive Administrative Assistant position which takes full advantage of my extensive experience. In addition, to utilize my experience and skills in providing senior level administrative support to assist an organization in achieving excellence and efficiency, while exercising the highest degree of integrity and discretion.

**Summary of Qualifications**

**Alcatel-Lucent, Lucent Technologies, AT&T & Western Electric**

Executive Administrative Assistant professional with over 32 years of diversified experience, including confidential executive level support. Self-motivated individual who demonstrates excellence in maturity of judgment, interpersonal, organizational, and communication skills. Possesses a dedicated work ethic. Performs multiple tasks in short time frames. Demonstrates a high degree of professionalism, sensitivity and confidentiality. Functions well as a team member. Possesses excellent skills and professional telephone techniques. Always been rated at a high performance level.

**BUSINESS EXPERIENCE:**

August 2008 to Present

***Administrative Assistant/Executive Secretary***

***Alcatel-Lucent IT Global Service Delivery Vice President***

Provide administrative support to the IT Global Service Delivery Vice President.

Primary responsibilities include, but are not limited to:

- Support and proxy for Vice President in dealing with both internal and external parties, including:
  - e-mail on behalf of Vice President
  - Handling of all proprietary correspondence
  - Coordination of staff meetings and conferences for all levels of management (domestic and international teams)

August 2008 to Present

***Administrative Assistant/Executive Secretary***

***Alcatel-Lucent IT Global Service Delivery Vice President (continued)***

- Extensive use of various computer tools, including
  - Microsoft products (Outlook, Word, PowerPoint & Excel)
  - Specific internal tools to Alcatel-Lucent, including Time Reporting, Expense Management, XMS, and MyContractor
- Stenography / transcription
- Maintenance/coordination of calendars and arrangements of video conferences for teams located in US, Paris, & various European Countries
- Delegate for creation of UPI's for MyContractor Tool for Contractors and Outsourced Workers
- Travel arrangements for Vice President and team -- domestic and international travel
- Maintenance of files for Vice President and Staff, i.e., correspondence, attendance, vouchers, Purchase Requisition, etc.
- Coordination/follow-up of action items
- Overall responsibilities for coordination of office management (Lead Administrative Assistant -- Point of Contact for other team secretaries in organization)

June 2006 to August 2008

***Administrative Assistant/Executive Secretary***

***Alcatel-Lucent Corporate Center CIO -- IT Organization***

Provide administrative support to the IT Corporate Center CIO. Primary responsibilities are listed above.

**August 2001 to June 2006**

***Administrative Assistant/Executive Secretary***

***Lucent Technologies IT Organization***

Provided administrative support to the IT Strategy & Planning Vice President. Primary responsibilities are listed above.

**March 1998 to August 2001**

***Administrative Assistant/Executive Secretary***

***Lucent eBusiness Center of Expertise (CoE)***

Provided administrative support to the eBusiness Vice President. Primary duties are listed above. In addition, I also acted in the role of Executive Assistant for the Vice President and handled many HR functions for the team; i.e., processing recognition awards, ECRs, etc.

**May 1995 to March 1998**

***Administrative Assistant/Executive Secretary***

***Lucent Technologies Consumer Products***

Provided administrative support to the Sales & Marketing Vice Presidents in Consumer Products. In addition to the above responsibilities, my duties also included being the primary coordinator of scheduling the entire Sales' customer meetings & administrative support for the Consumer Electronic Show in Las Vegas & acted as full administrative support for the Sales' Customer Advisory Council (*travel required for both events*).

**October 1994 to May 1995**

***Staff Assistant***

***AT&T Career Placement Alternatives (Human Resources)***

Prescreened ECOS resumes for Resource Link Resource Managers. Duties included reviewing applicants' resumes, prequalifying pursuable applicants, follow-up on receiving appropriate paperwork, and creating applicant/candidate pool for Resource Managers. Extremely heavy telephone volumes with interested applicants, both for ECOS positions and joining Resource Link as an associate. Explained Resource Link's process with each interested applicant.

**November 1992 to October 1994**

***Administrative Assistant/Executive Secretary***

***AT&T Career Placement Alternatives (Human Resources)***

Provided administrative and secretarial support to the Human Resources Vice President in charge of Career Placement Alternatives. In addition to supporting the Vice President, I was also responsible for supporting members of his Direct Report team, which consisted of three (3) District Managers and various members of the Resource Link Staff. In addition to my current responsibilities as an Administrative Assistant, my duties also included training new Administrative Interns on all basic secretarial procedures and use of certain Software packages

**May 1989 to October 1992**

***Administrative Assistant/Executive Secretary***

***AT&T Material Management Services/General Business Systems***

Administrative Assistant/Executive Secretary to the Material Management Vice President.

**April 1985 to April 1989**

***Administrative Assistant/Secretary***

***AT&T Material Management Services (MMS)***

Administrative Assistant/secretary to Division Manager and secretarial support for staff of 30 employees.

**September 1984 to April 1985**

***Administrative Assistant/Secretary***

***AT&T Consumer Products***

Administrative Assistant/secretary to District Manager; secretarial support for 2 Staff Managers, and 2 Assistant Staff Managers.

**September 1982 to September 1984**

***Secretary***

***Western Electric - Regional Technical Assistance Center (RTAC)***

Secretarial support to Department Chief, 13 Engineers in New Jersey, and 8 Engineers at various remote locations.

**December 1978 to September 1982**

***Secretary***

***Western Electric - Product Line Planning and Management (PLPM)***

Secretarial support for two Department Chiefs and staff of 12.

**COMPUTER KNOWLEDGE/TRAINING:**

Proficient in Outlook, Microsoft Word, PowerPoint, XMS; TRI; knowledgeable in Excel.

***References will be made available upon request.***