



Lisa Ilardi

To Contact Please email lilardi@cox.net

OBJECTIVE

- Seeking a challenging position as a Corporate Flight Attendant.

SUMMARY OF QUALIFICATIONS

- Professional Commercial Flight Attendant
- Strong organizational and interpersonal skills
- Excellent skills in communication
- Energetic, creative and resourceful
- Dedicated and reliable

PROFESSIONAL EXPERIENCE

Administrative Assistant and Event Coordinator

Baron Capital Management, Scottsdale, Arizona - June '03 /Present

- Prepared and managed all internal/external correspondence
- Performed duties as the customer service representative
- Tracked incoming/outgoing e-mail and facsimiles
- Planned, coordinating and organized executive meetings
- Planned, coordinated and organized Summer Yacht Soirees and other special events
- Handled customer relations and public relations

Front Office Administrator

Scottsdale Cardiovascular Center, Scottsdale, Arizona - Jul '02 / May '03

- Managed reception area, checked patients in, verify insurance information
- Entered personal patient information, created patient charts
- Directed incoming calls, organized filing system, collect patients dues

Administrative Assistant

Baron Capital Management, Scottsdale, Arizona - Jul '97 / May '01

- Prepared and managed all internal/external correspondence
- Performed duties as the customer service representative
- Tracked incoming/outgoing e-mail and facsimiles
- Planned, coordinating and organized executive meetings

Flight Attendant

America West Airlines, Phoenix, Arizona – Oct. '99 / June 2000

Office Manager/Member Services Representative

Great Expectations, Scottsdale, Arizona - Oct '95 / Jul '97

- Managed front office and supervised six employees for training, staffing and scheduling.
- Responsible for payroll, accounts payable/receivable, customer relations and billing inquiries.
- Directed all incoming calls, organized and managed filing system.

Patient Service Representative

Mayo Clinic, Scottsdale, Arizona - Dec '94 / Oct '95

- Managed reception area, scheduled appointments and assisted physicians as needed.
- Controlled patient influx, room assignments and priority patients.
- Performed clerical duties, personnel data entry and retrieval and insurance claims.

Executive Assistant/Administrative Receptionist

WavePhore, Inc., Tempe, Arizona - Oct '90 / Dec '94

- Operated large multi-line phone system.
- Prepared and managed all internal/external correspondence for Marketing and Engineering Departments.
- Assistant to controller working accounts payable/receivable.
- Coordinated with brokers, investment bankers and financial advisors.
- Organized executive conferences.

EDUCATION

Mesa Community College, '91-'95, Major - Business Management and Finance

****Personal and Professional references available on request****