

Kristina R. Pedote

(516) 233-0700

KristinaPedote19@gmail.com

An effective communicator with excellent interpersonal, presentation, negotiating, and organizational skills. Proven leadership qualities with the ability to supervise and motivate others, maximizing productivity and efficiency. Skilled in marketing, managerial positions and client relations. Trusted confidante, resource, and gatekeeper who handles matters with discretion and holds the authority to make key decisions that keep executives informed, focused, and prepared. Works well with demanding executives, exercising a proven ability to identify, anticipate, and swiftly resolve issues.

Advanced Computer Proficiencies: Microsoft Office Products: Word, Excel, Power Point, Publisher, Outlook Mail and Calendar.

Experience

SB CAPITAL GROUP, LLC (A Schottenstein Affiliate), Great Neck, NY 10/2002 – 10/2017
Executive Assistant/AVP

- Managed a complex and ever-changing calendar scheduling all internal and external meetings, travel arrangements, conference calls and day to day activities. Adjusted and prioritized schedules based on last-minute changes and professionally communicated meeting changes and agendas to invitees which included domestic and international clients
- Identified, prepared, and compiled necessary materials for meetings, reports, presentations, events, and special projects
- Maintained relationships with prospective clients and referral sources including: attorneys, accountants, bankers, and commercial finance companies; creating a diverse network and database of contacts
- Composed daily, weekly and monthly marketing and performance reports; created routine expense reports
- Developed and coordinated networking events for professional groups and individual investors
- Handled the coordination of local, regional and national trade conferences and seminars held by various finance industry organizations
- Maintained and updated company website and domains names, created company brochures and purchased all company promotional items
- Human Resources/Payroll: Interviewed and hired consultants; processed semi-monthly consultant's payroll; inputted new hires, terminations, leave of absences, and pay rate changes; calculated pay data and update payroll records; reviewed payroll entry and reports for accuracy. Calculated pay data and updated payroll records

McDONALD'S CORPORATION, Lynbrook, NY 09/1998 – 09/2002
Executive Assistant to SVP East Coast/Assistant Marketing Manager of Marketing Development Team East Coast

- Implemented plans to reach key objective and goals for each initiative (e.g., increase sales, traffic, awareness) and defined appropriate channels to be utilized for each campaign
- Primary liaison that provided key support between Senior Vice President of East Coast, the Marketing team and owner-operators for day-to-day operations and ensured that projects were delivered on a timely basis
- Assisted with the creation of creative content in alignment with the McDonalds brand

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RABOBANK INTERNATIONAL, New York, NY

09/1996 – 09/1998

Executive Assistant to Managing Directors – Investment Banking: Debt & Equity Private Placements

- Managed a complex and ever-changing calendar scheduling all internal and external meetings, travel arrangements, conference calls and day to day activities. Adjusted and prioritized schedules based on last-minute changes and professionally communicated meeting changes and agendas to invitees which included domestic and international clients
- Identified, prepared, and compiled necessary materials to ensure that the Managing Directors had appropriate information for meetings, reports, presentations, events, and special projects
- Managed sensitive and confidential information with discretion
- Developed in-depth knowledge of complex relationships with clients, vendors, partners, and competitors to facilitate preliminary and ongoing meetings for business development initiatives
- Updated, inputted and retrieved information from corporate database to ensure accuracy as needed

Education

ST. JOHN'S UNIVERSITY, Jamaica, NY

Associate of Science in Business Administration

Languages

- English
- Lithuanian
- German

Organization & Outside Activities

- Board Member & Vice President of Sponsorship of the Turnaround Management Association., LI Chapter
- Member of Commercial Finance Association, New York Chapter
- Member of The New York Institute of Credit
- Volunteer at Nassau/Suffolk Autism Society of America