

# GILLIAN CORNELIUS

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Responsible, resourceful, and efficient office professional with outstanding written and oral communication skills, proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, Visio), SAP, and Concur, seeks a challenging position to utilize abilities, knowledge, and experience while continuing to learn new skills.

## EXPERIENCE

### Freelance Executive Assistant

April 2017 – Present

- Provides remote and in-person support for executives at a variety of companies
  - Notable experience includes supporting a team of seven in the Disney+ Originals - Scripted Content Department, and providing support to the VP of The Walt Disney Company's Risk Management Department
- Responsibilities include calendar management, correspondence, expense reports, purchasing, and coordinating international and domestic travel

### You Need G

February 2017 – Present

#### Social Media Consultant

- Consults on social media profiles, with a focus on dating apps
- Works with a diverse array of professionals to facilitate a better online dating experience

### The Huntington Library

October 2016 – January 2017

#### Executive Associate, Office of The President

- Supported the President and the Chief of Staff
- Managed the President's calendar, scheduling speaking engagements and donor meetings across the country, and coordinating business and personal travel
- Facilitated Centennial Committee meetings with Trustees, Overseers, and Senior Staff
- Planned events on property, and at the President's residence, working with Bon Appetit and other outside vendors
- Reconciled expense reports and processed check and reimbursement requests

### The Walt Disney Company

September 2005 – October 2016

#### Walt Disney Imagineering

#### Executive Assistant, Franchise Management, Menu Planning, and Alliance Development

- Provided administrative support for the Franchise Management Executive and the Menu Planning Executive, while providing backup support for the Menu & Master Planning Executive and the Pre-Development Executive, as needed
- Managed multiple calendars, liaising with Marvel and Pixar executive offices and other high-level executive offices within Disney
- Arranged meetings, events, and resources for entire department with various business units and vendors
- Coordinated international and domestic business travel for departmental executives, staff, and contractors
- On-boarded new employees and coordinated office moves
- Processed and reconciled expense reports in SAP, resolving discrepancies as needed
- Served on Speak Up committee dedicated to improving work/life balance for WDI cast members

#### Disney Worldwide Services, Inc.

#### Senior Secretary, Enterprise Information Technology

In addition to performing many of the functions listed in the role above:

- Supported Disney executives, including a Vice President, 3 Directors, and up to 70 technical employees
- Managed all procurement and invoicing processes; heavy SAP use, ensured accuracy, and managed cost effectiveness
- The Walt Disney Company Employee of the Month, April 2008

## EDUCATION

Santa Barbara City College