

TOUMA HAGIMOTO

Executive Assistant & Receptionist

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in [LinkedIn](#)

📍 Madison, WI

WORK EXPERIENCE

Executive Receptionist

Rice Lake Weighing Systems

📅 2020 - current 📍 Rice Lake, WI

- Supported owner and CEO by acting as 'gatekeeper', creating win-win situations for the CEO's time and office
- Managed 8 active exec calendars and ensured schedules were followed and respected
- Partnered with VP of Finance and VP of Vendor Management on 11 CEO-directed projects
- Implemented corporate credit card and travel program, **resulting in \$211,000 in savings**

Executive Assistant/Office Manager

Capital Rx

📅 2014 - 2020 📍 Madison, WI

- Processed \$153K in expense reports and alerted management, **reducing extraneous spending by \$9K**
- Scheduled and planned 74 meetings and 35+ events
- Collaborated with HR to review and file onboarding documentation of 182 new employees

Executive Assistant, Human Resources

American Heart Association

📅 2010 - 2014 📍 Madison, WI

- Researched company activities and compiled 16 quarterly update reports for SVP areas of accountability
- Created and edited >213 PowerPoint presentations
- **Planned 34 HR employee meetings** and training classes

Administrative Assistant

Morgridge Institute for Research

📅 2008 - 2010 📍 Madison, WI

- Coordinated 12 calendars and planned travel arrangements/schedules for 7 executives
- Processed and reviewed 72 monthly expense reports to ensure 0 errors, **reducing completion time by 84%**
- Maintained and updated 230+ records in database

EDUCATION

Bachelor of Science

Journalism

Marquette University

📅 2008 - 2012

📍 Milwaukee, WI

SKILLS

- Written Communication
- Scheduling
- Prioritization
- Project Management
- Inventory Management
- Microsoft Office Suite
- Google Suite
- Salesforce

CERTIFICATIONS

- Certified Professional: Human Resource (IPMA-CP), IPMA-HR
- Certified Legal Secretary Specialist: Executive Legal Secretary, LSI
- Certified Manager Certification (CM), ICPM
- Microsoft Office Specialist Master Certification (MOS), Microsoft