

**Carolyn Sterling**  
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I offer an extensive track record in office management and administrative support within the medical device industry. My experience includes large, international companies as well as start-up businesses. I've worked in both the private and public sectors. I've worked for consulting engineering firms (early in my career) and in R&D departments prior to concentrating on executive support positions.

You will benefit from my following key strengths:

- A proved reputation, with consistent recognition for driving efficient improvements to office systems, workflows and processes.
- Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, payroll administration, customer care, account management, document preparation, travel/meeting coordination and project/program support.
- Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
- Computer expertise, with proficiency in MS Office programs (Word, Excel, PowerPoint, and Outlook).
- Adept at learning new software.