

Nadine A. Sweeney

Executive Assistant

EXPERTISE

Ms. Sweeney has been with Woods Hole Group since 1993, and has a complete understanding of the corporate management systems and procedures. She also is primarily responsible for the publication of high-quality deliverables, including layout, formatting, and production. She has a wide range of publication software skills, including expertise with MS Word, Excel, and PowerPoint, as well as graphics software experience with Adobe Photoshop and Illustrator. For operations management support, Ms. Sweeney is a MS Project specialist, including applications for individual project scheduling and planning, as well as program roll-ups for resource tracking across multiple projects, clients, and departments within Woods Hole Group. She also helps define and track work breakdown structures in support of Project Managers for individual projects. In support of financial management, Ms. Sweeney acts as the Project Manager's liaison with the Woods Hole Group accounting and finance department. Ms. Sweeney creates project and client files within the Vision corporate financial management system, including entry and tracking of budgets for individual tasks and subtasks. With her experience and knowledge of management processes, Ms. Sweeney also has the intangible ability to effectively encourage Project Managers in their duties. Specifically, she helps Project Managers review and produce monthly (at minimum) project budget update reports, client invoices, and progress reports as required.

QUALIFICATION SUMMARY

- 25 years of professional experience supporting project managers and engineers on a variety of technical projects
- Strong written and verbal communication skills
- Excellent organizational and coordinating skills
- Excellent communicative skills with clients and project managers

WORK EXPERIENCE

1993-Present Executive Assistant, Woods Hole Group

