

# Stacy J-M. Colwick

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## Professional Experience

### **LL Global, LIMRA**

**2023 - current**

- Assist Finance leaders with travel arrangements and processing of expense reports
- Support Finance team with project-based work including drafting, modifying documents, presentations and correspondence
- Support staff with project related ad hoc support tasks
- Calendar management for CFO, CAM, COO

### **SkillSource Learning Partners, LLC**

**2019 – 2020**

#### ***Operations Manager***

- Initial co-creation of company policy, procedures and workflow processes
- Designed and managed document management SharePoint site
- Maintained branding, managed presentations and all internal documents
- Onboarded consultants, new employees
- Supported vendor procurement working with multiple business units internally and externally
- IT management via GoDaddy.com
- Managed finances including payroll, accounts payable and receivable
- Responsible for updating the HR Employee Handbook based on continually changing state laws

### **Voya Financial, Windsor, CT**

**2015 – 2019**

#### ***Sr. Administrative Assistant, Operations and Learning and Development***

- Delivered consistent Voya brand deck for town hall meetings, announcements, emails, Performance Dialogues
- Designed and managed document management SharePoint site for all Learning and Development Documents
- Created templates for trainers in Learning and Development
- Designed and distributed monthly team newsletter
- Conducted Partner Satisfaction interviews with stakeholders to identify improvement opportunities and best practices
- PO requests and invoice payment submission
- Culture: National Day of Service, Employee Sabbatical, Employee Engagement Committee, Mentor/Mentee Program
- 6P and Continuous Improvement Training

### **Phoenix, Hartford, CT**

**2014 – 2015**

#### ***Administrative Manager, Operations, Wealth Management Growth and Operations***

- Provided administrative duties to three vice presidents in the Product and Operations department
- Acting backup to Senior VP
- Responsible for monitoring budgets, accounts payable, records retention, onboarding of new employees
- Organized and revised the floor plan when appropriate
- Created Employee Engagement Committee

### **MassMutual, Enfield, CT**

**2013 – 2014**

#### ***Executive Assistant, Defined Benefits***

- Provided administrative support to the VP and direct reports including travel and calendar management, monitored budgets, supply management, move coordination, accounts payable and record retention, onboarding and termination of employees
- Designed and distributed employee newsletter in support of employee engagement

### **The Hartford, Windsor, CT**

**2005 – 2012**

#### ***Administrative Assistant, Retirement Services***

- Provided administrative support services, including calendaring, travel and expense reconciliation for up to five senior leaders at a time
- Coordinated meeting agendas, presentations, teleconference and videoconference across multiple sites
- Onboarded new employees, i.e. order computer, set up phones, IDs and software
- Organized all internal moves for the plan management department
- Maintained supply of promotional items for client visits
- Created electronic forms for the web
- Emergency evacuation team lead and volunteer committee member

## Technical Skills

Proficient in all Microsoft Office Suites, CRM (Concur, Ariba, BullHorn, PeopleSoft, RedTail, Trello), SharePoint, Visio, Canva, Lotus Notes, Outlook, Adobe Professional, Livecycle, QuickBooks, Freehand, Photoshop, QuarkXpress, WhatsApp, Facebook Messenger, SendInBlue, InDesign, Documentum, FrameMaker