



Monica Torres

Senior Executive Assistant

Position with Firm

2023–present **Senior Executive Assistant.** Provides high-level administrative support to the firm’s principals. Coordinates meetings and manages calendars. Maintains confidential and sensitive information on behalf of the shareholders, leadership team, and firm.

Previous Professional Experience

2019-2023 **Senior Executive Assistant, Consumers Energy,** Jackson, Michigan. Provided high-level administrative support to the Senior Vice President of Governmental, Regulatory, and Public Affairs. Coordinated meetings, and managed calendar, travel, and scheduling. Prepared correspondence and handled confidential information. Worked with the strategy team to meet company metrics and goals.

2018–2019 **Office Manager, Michigan State University College of Business,** East Lansing, Michigan. Provided administrative support to the associate dean. Oversaw operations of the dean’s office and supervised staff. Coordinated several committees to ensure the college abided by university and college deadlines and requirements.

2009–2018 **Executive Assistant, Public Sector Consultants,** Lansing, Michigan. Provided administrative support to the Senior Vice President, the energy and environment team, and the marketing and communications team. Coordinated meetings, managed emails, and prepared correspondence.

Education Pursued BA in Psychology at Michigan State University (not completed)

Certifications

- Notary public, 2018.