



Baylee Shaw

Executive Assistant

Position with Firm

2024–present **Executive Assistant.** Supports the finance and administration teams. Assists in the recruitment process as well as onboarding new employees. Ensures the office space is clean and organized. Assists with event planning and coordinating meetings.

Previous Professional Experience

2023–2024 **Scheduler, Michigan State University Office of Health Sciences, East Lansing, Michigan.** Managed leadership and project managers' calendars. Scheduled complex meetings with internal and external partners. Organized and cleaned the office space. Assisted with booking travel and submitting expense reports. Maintained office spreadsheets and directories.

2021–2023 **Messenger, Michigan Senate Business Office, Lansing, Michigan.** Supervised senate couriers to make sure they adhered to policies and completed tasks in a timely manner. Was direct contact for senators and other senate offices to call for completing tasks. Managed telephone lines and provided customer service to senate offices. Attended senate sessions to provide service and troubleshoot any issues.

2019–2023 **Courier, Michigan Senate Business Office, Lansing, Michigan.** Received confidential documents and delivered them to state senate offices. Interacted with senators during sessions and circulated tributes to be signed by all senate members. Assisted the senate business office with covering the front desk.

Education Associate in Business, Lansing Community College

Skills

- Microsoft Office Suite