

WENDY MANDOLI

[REDACTED], Yountville, CA 94599 | [REDACTED] | [REDACTED]

OBJECTIVE

To secure a position as a confidential executive assistant at the community college level.

WORK EXPERIENCE

Executive Assistant for Office of Education

Mont La Salle/De La Salle Institute, Napa, CA

March 2021-present

Executive Assistant to the Office of Education providing overall administrative support to the LEC (Lasallian Education Corporation), the governing board, and the trustees. Christian Brothers has 14 schools across the West Coast. LEC is the branch that is in charge of recording and keeping track of all the legal aspects of each school and their Board of Trustees. It is a confidential position. Job responsibilities include:

- Coordinates distribution of meeting materials and prepares meeting rooms (physical and virtual);
- Prepares LEC meeting agendas, and agenda amendments, in consultation with the Director, Board Formation;
- Attends LEC meetings to record and then prepare the record of meeting minutes;
- Receives, reviews, and electronically files resolutions from LEC School Boards of Trustees, ensuring accuracy and inclusion of any required materials or other details for inclusion within LEC Meeting Packets;
- Prepares, distributes, and electronically files official LEC responses to resolution requests;
- Assists the Director, Board Formation with the maintenance and organization of the electronic files related to the work and activities of the LEC, including updating of the LEC bylaws, membership rosters, and meeting calendars;
- Monitors and maintains the LEC email address and mailbox;
- Maintains files and documentation regarding the work of the LEC School Boards of Trustees;
- Maintains and updates official records for LEC School Boards (Policy Handbooks, Bylaws & Articles of Incorporation);
- Ensures the posting to the Board Portal of updates to official documents (Bylaws, Policy Handbooks, and/or Articles of Incorporation);
- Coordinates the delivery of electronic copies of updated official documents to the Board Chair and Board Recording Secretary of each LEC School Board;
- Maintains and regularly updates the Master Data Spreadsheet for the LEC School Boards of Trustees including: Trustee names, terms, training documentation, and contact information; Board Chair and Vice Chair appointments; Appointments of Mission Advocates (Brothers and Partners on Boards); Appointment of Board Recording Secretaries; Appointment of Corporate Officers; Appointment of Presidents; Calendar and time of board meetings.
- Receives and compiles reimbursement reports from Mission Advocates on Boards for presentation to the Director, Board Formation for approval and then delivery to the DLSI Finance Office for processing;
- Assists with the use, organization, and maintenance of web-based communication platforms such as Basecamp for the Association of Board Chairs and the Board Recording Secretaries.
- Ensures regular communication with the Board Recording Secretaries of LEC School Boards:
- Requests, ensures receipt, and electronically files all trustee rosters, annual trustee meeting and policy review calendars, and individual board meeting packets (inclusive of any updates);
- Assists with the training and oversight of Board Recording Secretaries in conjunction with Director, Board Formation;

- Provides administrative support for Board Governance Training, Association of Board Chairs meetings, Board Recording Secretary Training, and/or other governance related meetings including meetings/minutes, communications, meeting logistics, use of A/V equipment in the Conference Center, registration, general hospitality, meeting packets, and meeting evaluations;
- Manages all Lasallian Education Corporation School Board requests for evaluations/surveys;
- Provides administrative assistance and support to the Director, Board Formation for the processing of expense reports and reimbursements as well as travel arrangements, as requested;
- Collaborates with and provides backup support for Executive Assistant to the Visitor, Executive Assistant, Office of Education and Office Manager, Covington as needed;
- Maintains confidentiality;
- Compiles binders, folders, meeting materials for events/gatherings;
- Performs general office duties as required; and
- Complies with government agency standards in regard to education.

Elementary School Teacher

Sunrise Montessori, Napa, CA 94558

November 2002 - February 2021

Upper Elementary Assistant teacher at Sunrise Montessori for 18 years. Job responsibilities included:

- Prepare lesson plans and teach assigned grades; prepare progress reports; assign grades
- Organize files;
- Complete and file government regulated forms;
- Apply state standards and keeping up to date on changes to standards;
- Communicate with students and parents on needs of the students and classroom;
- Set and meet deadlines;
- Communicate deadlines to others and help them meet those deadlines;
- Facilitate conflict resolution;
- Provide caring customer service; and
- Collect and reconcile funds for fundraisers.

EDUCATION

University of the Pacific, Stockton, CA

Bachelor of Arts, Sociology

References Available Upon Request