

Nancy Gordon Spinosa

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WORK EXPERIENCE

Colliers International

666 Fifth Avenue, New York, NY

Executive Assistant

December 2016 to present

- Currently support three Vice Chairmen, Capital Markets: Scott Latham, Richard Baxter and Yoron Cohen.
- Recruited to join select new team when they moved from JLL to Colliers in December 2016.
- Manage schedules, travel, expense reports, email follow-up and client interaction, personal and business requests.

JLL

330 Madison Avenue, New York, NY

Executive Assistant

July 2012 to December 2016

- Supported four Vice Chairmen, Capital Markets Group: Scott Latham, Richard Baxter, Yoron Cohen and Jon Caplan from May 2015 to December 2016.
- Supported Rob Martin, Vice Chairman, JLL's top global producer, from July 2012 to May 2015.
- Managed schedules, travel, expense reports, email follow-up and client interaction, personal and business requests.

Equity Trading Capital

40 Wall Street, New York, NY

Trading Intern

February 2012 – June 2012

- Executed long and short positions on Blackwood Pro system.
- Completed in-depth training program on markets, exchanges, securities, investments, trading practices and regulations.
- Passed the FINRA/CBOE Series 56 exam.

Colliers ABR/Cassidy Turley

277 Park Avenue, New York, NY

Office Manager

February 2006 – January 2012

- Directed administrative support services to 100+ member office.
- Managed a team of eight professionals and coordinated work-flow in a deadline-driven business.
- Handled on-boarding, office equipment procurement, vendor negotiations, and contracting.
- Point of contact for facility projects, maintenance, office moves, and emergency action plans and drills.
- Managed all HR functions including benefits, 401k plans, and payroll in early years before the company merged.
- Rolled out corporate branding guidelines during the transition from Colliers ABR to Cassidy Turley.
- Organized office holiday and town-hall events, community service projects and client-broker events.

Warburg Realty

Harlem office, New York, NY

Residential Salesperson

June – December 2005

- Developed leads, led sales conversations, and learned a great deal about development projects including air rights.

San Francisco Bay Area Hospitals

Bay Area, California

Medical Records Manager, Systems Manager, Revenue Manager, Business Manager

April 1981 – August 1992

- Managed all business functions for a start-up surgery center including scheduling, admissions, medical records, accounts receivables and payables, general ledger, budgeting and payroll systems. Presented financial results to Board of Directors. (El Camino Surgery Center, Mountain View).
- Implemented controls and procedures for processing multi-million dollar managed care contractual adjustments (El Camino Hospital, Mountain View).
- Directed five managers in a department of 50 employees to bring medical records service from contingent JCAHO status to accredited status within a five month period. Developed and implemented an automated incomplete records system (Highland County Hospital, Oakland).
- Rolled out systems and procedures for hospital-wide adoption of Medicare Prospecting Payment System. Led training seminars for medical staff (Marshal Hale Hospital, San Francisco).
- Promoted multiple times. Became a trusted member of CFO's team and earned a reputation for maintaining a positive attitude and producing high-quality work (El Camino Hospital).

EDUCATION

- University of Santa Clara MBA Program, one year coursework
- University of California, Berkeley Extension Courses in Information Systems
- University of Illinois, Urbana, BS Health Education, *Magna Cum Laude*
- University of Illinois, Chicago Medical Center, BS Health Information Systems

LICENSES, CERTIFICATIONS AND INTERESTS

Licensed Real Estate Salesperson

Certified Microsoft Office Specialist Master (MOS): 2010 Word Expert, 2010 Outlook and 2010 PowerPoint

Interests: Member of jazz improv group at 92Y, secretary of my co-op board at 9 East 96th Street

ONLINE COPY



Microsoft Office Specialist Master

Nancy Spinosa

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Master.

Office Word 2010 Expert
Office Outlook® 2010
Office PowerPoint® 2010
Office Excel® 2010 Expert

Date of achievement: February 8, 2016
verify.certipoint.com w6yY2-4SCs

Satya Nadella
Chief Executive Officer

Microsoft
Office Specialist Master

