

CASIE REILLY
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EXPERIENCE

ARIZONA GOVERNMENTAL AFFAIRS, Director of Operations

2008 to present

Handles the internal goings on at this, one of the state's leading lobbying firms. Acts as client contact, researcher, hearing monitor, account coordinator and billing specialist. Available to clients virtually 24/7.

CISCO SYSTEMS, Administrator to Director of Operations

June 2007 to April 2008

Gathered and analyzed data to aggregate numerous financial reports, including weekly, monthly and quarterly forecasts. Provided support in the areas of sales administration, presentation prep, event planning, customer support, and human resources. Administrative team lead and point of contact for finance, marketing, business ops, and extended Cisco team.

SURGIPATH MEDICAL, Sales representative

November 2005- June 2007

Arranged presentations and conducted demonstrations or site visits. Maintained industry and product knowledge and informed company of changing market conditions and competitive issues. Good negotiation, conflict management and customer service skills. Managed multiple, diverse projects and sales events simultaneously.

PEPSI COLA, Yuba City, CA, Administrative Support

September 2000- August 2005

EDUCATION

BS, Business Administration University of Phoenix, April 2005

Licensed Arizona Real Estate Salesperson