

**ANGELINA LOWDER**  
Executive Administrative Professional

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**PROFESSIONAL SUMMARY**

Executive Administrative Professional with 15+ years supporting senior leadership in academic medicine, higher education, and PreK-12 environments. Expert in executive operations, confidential communications, recruitment coordination, onboarding, and large-scale event management. Known for discretion, efficiency, and strong cross-functional collaboration. Highly proficient in Microsoft Office and enterprise systems including PeopleSoft, Qualtrics, and DocuSign.

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**EDUCATION**

**Master of Healthcare Administration (MHA)**

Rasmussen University - Altamonte Springs, FL | 2023

- GPA: 4.0 | Graduated with Distinction

**Bachelor of Business Administration (BBA), Business Management**

Penn Foster College - Scranton, PA

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**CORE COMPETENCIES**

Executive-Level Administrative Support | Academic & Healthcare Operations | Project & Event Management | Recruitment & Onboarding Coordination | Policy & Compliance Administration | Calendar & Travel Management | Confidential Records & Data Management | Cross-Functional Collaboration | Process Improvement & Workflow Efficiency | Strong Analytical & Critical Thinking Skills | High Attention to Detail | Professional Communication

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**TECHNICAL SKILLS**

Microsoft Office Suite | Adobe Acrobat | Google Workspace | DocuSign | Qualtrics | PeopleSoft | SciQuest/Marketplace | Expense Management Systems | Worldox | Genesis Systems 3000 | Eventbrite | Canva | WebEx | Zoom | Ingeniux Publisher | Doodle Poll | Need-to-Meet

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**CERTIFICATIONS**

- Public Relations Certificate (ID: 59212223-2179): Expires July 17, 2029
- Corporate Event Planning Certificate: Expires July 17, 2029
- Notary Public (Comm. No. 2416867): Expires February 2, 2027

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**PROFESSIONAL EXPERIENCE**

**Executive Assistant (Confidential)**

Institute for Health, Health Care Policy and Aging Research (IFH)

Rutgers University | 2024 - Present

- Provides high-level confidential executive support to the Center Director and Executive Director, ensuring efficient daily operations and coordination of strategic priorities.
  - Manage complex calendars, schedule internal/external meetings, coordinate travel arrangements, and process reimbursements in compliance with institutional policies.
  - Prepare agendas, meeting materials, and minutes; track action items and ensure timely follow-up on deliverables.
  - Support faculty and staff recruitment processes including job postings, HR coordination, and onboarding activities.
  - Partner with leadership to plan and execute hybrid and in-person events, including External Advisory Committee meetings and institutional initiatives.
  - Oversee daily office operations, ensuring an organized, professional, and well-functioning work environment.
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### **Executive Assistant**

Rutgers Robert Wood Johnson Medical School

Rutgers University | 2020 - 2024

- Supported faculty recruitment, credentialing, and onboarding by coordinating documentation, interviews, and reference verification.
  - Assisted Faculty Affairs with physician reappointment and promotion processes.
  - Drafted and posted job descriptions; coordinated recruitment logistics and interview scheduling.
  - Processed expense reports, monitored physician allowances, and ensured compliance with financial policies.
  - Maintained physician CVs, licensure records (DEA/CDS), and performance evaluation documentation.
  - Managed executive calendars, travel arrangements, and reimbursements for senior physicians and leadership.
  - Collaborated with the Dean's Office on initiatives involving department chairs and executive leadership.
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### **Administrative Coordinator**

Rutgers, The State University of New Jersey

Office of the Secretary | 2017 - 2020

- Coordinated executive meetings, conferences, and complex calendars for senior university leadership.
  - Prepared reports, presentations, agendas, and confidential board materials.
  - Managed board operations including document uploads, meeting notices, minutes, and correspondence.
  - Reviewed departmental policies and ensured compliance prior to board approval.
  - Organized travel arrangements and supported executive administrative needs.
  - Maintained office inventory, filing systems, and electronic databases.
  - Led commencement volunteer coordination (220+ volunteers), including scheduling, training materials, communications, and logistics.
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### **Executive Assistant to Business Administrator / Administrative Supervisor**

North Plainfield Board of Education | 2008 - 2017

- Supervised staff including bus drivers, residency officers, and paraprofessionals.
  - Managed district website, job postings, recruitment systems, and timesheet approvals.
  - Served as District Registrar, overseeing student enrollment (Pre-K-12 and adult learners).
  - Developed program materials, brochures, and academic communications.
  - Managed transportation operations, including routing, subcontractors, driver oversight, and workers' compensation reporting.
  - Administered cafeteria accounts, state reporting, budgeting, and lunch application systems.
  - Coordinated school events including graduations, college fairs, scholarship receptions, and community programs.
  - Supported onboarding of new staff and ensured compliance documentation and training materials were distributed.
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### **EVENT & PROJECT MANAGEMENT HIGHLIGHTS**

- Coordinated RWJMS "Expressions of Me" institutional events
- Organized Senator Robert DiCarlo community events and fundraisers
- Led planning of high school graduation ceremony (236 students), including logistics, programs, and emergency coordination
- Production Coordinator for *Fish Out of Water: Stories of Reinvention*, managing scheduling, talent coordination, travel, and production logistics
- Coordinated Rockefeller Center Christmas Tree Lighting Ceremony (Cushman & Wakefield), including staffing, logistics, and event execution