



MR

MISSY RUMINSKI

LEED GREEN ASSOCIATE | PROFESSIONAL AFFILIATE AIA DETROIT
MARKETING | ADMINISTRATION | SALES

ABOUT ME

Exuberant and dedicated professional with extensive management, administrative, and client service skills; experienced in a wide variety of A | E | C business sectors and operations.

ORGANIZATIONS

U.S. Green Building Council (USGBC)

since 2019 | National Capital Region Chapter Member

American Institute of Architects (AIA)

since 2017 | Professional Affiliate Action Committee Chair, Detroit

League of Women Designers (LWD)

Since 2015 | Chicago Chapter

Construction Specifications Institute (CSI-EP)

2015 - 2017 | Membership Committee, Chicago Chapter

Metal Construction Association (MCA)

2015 - 2017 | Co-Chair Programs Committee

American Institute of Architects (AIA)

2015 - 2017 | Affiliate Member, Chicago

EXPERIENCE

EXECUTIVE ASSISTANT • GENSLER • OCTOBER 2017 TO MAY 2019

- Provided assistance to the Office Director and Principal
- Provided office and operations support for a 44-person office
- Assisted in the management of strategic initiative both internally and externally; most notably, teaming on the planning and execution of:
 - 2018 Gensler Open House for the ULI Spring Meeting: a cocktail party of 200 complete with F+B and entertainment, guest accommodations, and event operations
 - 2018 Gensler/BOMA Roadshow: a week-long educational program directed at the Detroit real estate broker community
 - 2018 Gensler Community Impact Roadshow: an internal event meant to engage employees on community outreach efforts
 - 2019 City Year Detroit Classroom initiative: assisted in the execution of the tutoring classroom for Mason Academy in Detroit, MI

MIDWEST REGIONAL MARKETING MANAGER • TUSCHALL ENGINEERING, INC • APRIL 2015 TO JULY 2017

- Regularly presented AIA Accredited programs to architects, contractors, and installers
- Managed a 13-state territory; including two sub-reps in the Midwest and San Francisco Bay Area
- Represented a number of lines of architectural cladding. Worked closely with VMZinc to educate and deliver exception product to customers; this included product and marketing training in France
- Partnered with many architecture firms in the design, procurement, and installation of various projects; notably (/locally):
 - Chicago Local 130 Plumbers Training Facility | Gensler
 - McDonalds Headquarters, Chicago | Gensler
 - EMC2 Autograph Hotel, Chicago | KOO, LLC
 - Conagra Foods Corporate Headquarters Interior @ Merch Mart | Parenti & Raffaelli, Ltd.
 - 905 N. Orleans Parking Garage | Fitzgerald + Associates

ACCOUNT EXECUTIVE, A+D & SMB • INSIGHT CHICAGO • SEPT 2014 TO MAR 2015

- Worked closely with the Architecture + Design, and Small to Medium Business departments of Herman Miller International to provide the correct furniture solutions for both commercial and residential applications
- Was on the team that bid and furnished the award-winning Chinatown Public Library in Chicago, IL.



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EXECUTIVE ASSISTANT | OPERATIONS MANAGER • BECKER VENTURES • OCT 2013 TO AUG 2014

- Assisted with the close-out 200 N. Michigan Ave., to ready the building for demolition. This included termination of tenant leases, utility transfers, and communication with vendors and contractors
- Assisted with the execution and procurement of design and materials for the company's new office at the top of the Carbide & Carbon building
- Planned and executed the inaugural Jackson Chance Foundation Ping Pong Ball two weeks after start date; including learning and training volunteers on silent auction and POS software. Collecting and archiving donations for the silent auction, working w/ F+B, IT, Engineering, and outside vendors to prepare for an event that has been thrown again every year since.
- Handled book-keeping for both For- and Not-For-Profit functions of the company
- Worked with local artists displaying pieces at F&B locations

EXECUTIVE ASSISTANT | OFFICE MANAGER • FINANCIAL INVESTMENTS CORPORATION + CONCETRIC EQUITY PARTNERS • NOV 2012 TO NOV 2013

- Assisted President + CEO with day-to-day tasks, as well as heavy travel, meeting arrangements, and calendar work. Also
- Provided assistance for subsidiaries and managed special projects. Managed two corporate condo units for the company
- Routinely handled sensitive and confidential correspondence and files for clients and family office
- Research, integrated, and trained multi-office company on VoIP phone system

EXECUTIVE ASSISTANT • SKIDMORE OWINGS & MERILL LLP • FEB 2007 – FEB 2012

- Handled the administrative tasks on a number of buildings, including Trump Tower Chicago, and Infinity Tower in Dubai
- Worked with Facilities Management in the planning and execution of numerous company events, including:
 - Holiday parties
 - Summer outings
 - Served as Project Leader for the SOM Chicago Cares Serv-A-Thon team
 - Regularly ran the JP Morgan Chase Challenge team tent
- Worked closely with the 2016 Chicago Olympic Bid team; organizing everything from events, fundraisers, and high-level meetings to coordination of the IOC bid book
- Created and implemented a filing system for supported partners from scratch
- Managed multiple calendars of C-level executives
- Routinely handled complex, multi-leg international travel
- Partnered with various organizations and educational institutes to arrange speaking engagements, both local and international
- Assisted with the digitization of archives dating back to the 1930s



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SKILLS, LICENSES + CERTIFICATIONS

LEED GREEN ASSOCIATE • USGBC NATIONAL CAPITAL REGION CHAPTER • 2019

BLUEPRINT READING FOR THE CONSTRUCTION INDUSTRY • CADTEACHER/VIRTUAL DESIGN + CONSTRUCTION INSTITUTE • 2015

MICROSOFT OFFICE SPECIALIST: EXCEL • MICROSOFT • 2012

PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR ADMINISTRATIVE PROFESSIONALS • AMERICAN MANAGEMENT ASSOCIATION • 2017

[IN PROGRESS] MICROSOFT OFFICE SPECIALIST: ALL PROGRAMS • MICROSOFT • EXPECTED COMPLETION SEPTEMBER 2019

[IN PROGRESS] DESKTOP PUBLISHING + DESIGN (DTP) CERTIFICATION • INTERNATIONAL ACADEMY OF COMPUTER TRAINING • EXPECTED COMPLETION SEPTEMBER 2019

EDUCATION

CULINARY ARTS • ROBERT MORRIS UNIVERSITY • ILLINOIS • 2012

Made Dean's List in June 2012, and September 2012. Also served as Production Assistant for the 2010 RMU Culinary Arts Symposium

HOSPITALITY + TOURISM • SUNY GENESEE • NEW YORK • 1999 - 2001

Was awarded an internship with the Disney College Program in 2001, learning universal customer service and management skills under the tutelage of the mouse

VOLUNTEER EXPERIENCE OR LEADERSHIP

DESIGN INDUSTRY FOUNDATION FIGHTING AIDS (DIFFA) • 2017 GALA • 2016 GALA • 2015 • AUXILIARY BOARD PROM • 2014 DINING BY DESIGN

JACKSON CHANCE FOUNDATION (JCF) • 2016 CHICAGO ROCK 'N' ROLL HALF MARATHON • 2016 PLAYING IT FORWARD PING PONG BALL