

# Lila Brodnax

## Work Experience

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### **Administrative Assistant - Remote**

Wellbeing & Equity Innovations, Longmont, CO

- Manage calendars, schedule meetings, and coordinate travel logistics for the CEO and project directors.
- Maintain and organize digital files, ensuring easy retrieval of key documents.
- Support internal communication by tracking action items and following up as needed.
- Handle incoming emails, website, and phone inquiries, routing them to the appropriate team members and ensuring follow-up.
- Draft and proofread internal and external communications.
- Assist with managing office operations in collaboration with the financial manager.
- Support hiring, onboarding, and offboarding processes by being the primary point of contact, organizing documentation, and tracking to completion all hiring, onboarding, and offboarding processes.

### **Life Insurance Broker - Remote**

Symmetry Financial Group-Boulder, CO

January 2025 to Present

- Shop for the best deals from various insurance companies, comparing policies, premiums, and coverage options.
- Work with clients to understand their financial goals and insurance needs.
- Provide clients with multiple quotes and help them understand the differences between policies.
- Recommend appropriate coverage, policy types, and benefits based on those needs.

### **Recruiter**

CLI Services Inc-Denver, CO

August 2023 to December 2024

- Post open positions on various platforms, maintain and update job descriptions as needed.
- Attracting candidates through various channels like social media and various platforms.
- Review resumes and screen candidates.
- Scheduling interviews by coordinating with candidates and hiring managers.
- Negotiating job offers and compensation packages with candidates.

### **Accounts Associate - Remote**

MALK Organics-Boulder, CO

February 2016 to July 2023

- Review payments and deductions from customers, request back-up.
- Confirm with internal team members promotions or discounts authorized.
- Calculate and confirm the validity of each deduction, file claims for erroneous deductions.
- Follow up on claims as needed.
- Communicate areas for improvement with internal team members to avoid future deductions.
- Keep track of claims recovered and ensure reimbursement was received.

### **Executive Assistant**

FLOOR-Houston, TX

January 2013 to January 2016

- Schedule appointments and maintain daily calendar for CEO.
- Assist in creating proposals.
- Maintain accurate records and make bank deposits.
- Maintain showroom.
- Accounts payable and receivable.
- Various other tasks as assigned.

## **Legal Assistant**

Booth, Ahrens and Werkenthin-Austin, TX

January 2009 to December 2012

- Manage multi-line phone system.
- Coordinate meetings and set up conference room.
- Intermediate litigation filing including creating tabs, indexing, etc.
- Distribution of mail.
- Order office supplies.
- Monthly invoicing and expenses.
- Scan documents into PDF files and upload onto DocuShare program.

## **Administrative Assistant - GFP**

American Red Cross HRP-Houston, TX

January 2007 to December 2008

- Process applications for grant funded Hurricane Recovery Program.
- Data entry regarding confidential information of applicants in ARC.
- Completion of census in ARC software.
- Coordinate travel arrangements.
- Managed multi-line phone system, filed and scheduled appointments.

## **Administrative Assistant/Sales**

Cosart-Hoovestol, Inc.-Houston, TX

May 2003 to December 2006

- Customer service, invoicing.
- Sales in individual medical policies and assisted in renewal of group policies.
- Completion of census regarding group medical policies.
- Shopped various providers via Internet and phone.
- Managed multi-line phone system, filing and invoicing.

## **Legal Assistant**

Edward Ziegler, P.E.-Houston, TX

January 2001 to May 2003

- Reviewed and summarized depositions for Mr. Ziegler's court appearances.
- Assisted in completion and mailing of monthly newsletters.
- Maintained front desk, managed multi-line phone system and filing.
- Other duties as assigned for court appearances.

## **Education**

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### **High school diploma**

Parkview High School-Houston, TX

August 1995 to May 1999