

# Terrie Abney-Stephens

Seasoned Executive/Administrative Assistant - Philadelphia, United States

W: <http://www.worky.com/terrie-abney>

## Terrie Abney-Stephens's Professional Experience

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2008 - 2009 **NJ Business & Industry Assoc - Government Affairs Associate**

Supported two lobbyists in healthcare, human resource and legal affairs.

Proofed, edited and finalized correspondence, memos, briefs, written testimonies, desk letters, presentations, email blasts and Fast Facts.

Processed expense reports, disbursements and monthly Excel reports.

Handled member inquiries effectively regarding new laws that affected business practices.

Coordinated off-site committee conferences, in-house and off-site meetings with legislators.

Calendar maintenance and domestic travel coordination.

Managed the legal library and file maintenance.

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## Terrie Abney-Stephens's Education and Qualifications

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2015 **Bachelor/Degree - Business Administration/Information Technology**

**AIU Online**

I have been on The Dean's List consistently.

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