

Meredith Bruorton

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MEREDITH BRUORTON, Vice President, Administration of EXTEND Resources, has more than 27 years of operating and management experience working in a variety of corporate settings. Her approach to these responsibilities is always focused on efficiency, consistency and accuracy. In addition to leading all administrative activities and maintaining the books and records of the firm, Meredith is occasionally tasked with handling special projects for the firm's clients. Her organizational skills, attention to detail and ability to multi-task are key elements that make her role in any organization a valuable one.

At United Vision Logistics, Meredith managed several special projects for the CEO and other members of the senior executive team. She was responsible for planning the move of the company's corporate offices and over 200 employees. She was instrumental in identifying viable new office space and worked with the local economic development agency to secure favorable financing arrangements for the company. She also spearheaded preparations for the company's first corporate event for over 350 people and coordinated the fabrication and installation of building signs for numerous company and independently owned truck terminals in Louisiana and Texas.

Prior to that, Meredith coordinated the establishment of an entity that would oversee the affairs of two large realty holding companies in receivership. Her responsibilities included processing all the incorporation documents and licenses of the newly established company, orchestrating the preparation of various corporate governance documents and establishing an office from which to coordinate the activities of the holding companies.

Meredith's prior experience includes:

- Serving as Director of Administration at a well-known consulting firm for ten years, she assisted the Managing Partner in all aspects of its internal operations. Specifically, her skills were utilized in overseeing the preparation and dissemination of all internal pipeline and tracking reports, coordinating the preparation of monthly and year-end financial reports, monitoring the renewal of various insurance and real estate contracts, preparation of documentation relating to bankruptcy assignments and overseeing all office support functions including recruiting. Other responsibilities included coordinating the activities of satellite offices in Los Angeles and San Francisco, closing down of the corporate office when its operations went virtual and planning and executing corporate events held in various locations around the US.
- As Director of Office Administration for a reinsurance brokerage firm for fourteen years, Meredith worked closely with the Chief Financial Officer. Her responsibilities included managing office support functions, researching and implementing various fringe benefit plans for employees and recruiting. She planned and coordinated annual corporate events for over ten years and supervised the build-out of new offices, working singlehandedly with architects and general contractors. Other responsibilities included developing a process for tracking reinsurance claims and accounting records and liaising with insurance departments in many states to assure that all licensing was kept current and in compliance with agency requirements.

Education

Meredith graduated from Houghton College with a BA in Humanities.