



Vickie Griffin

Executive Assistant

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“ Building strong relationships is the key to success. ”

Responsibilities

As the Executive Assistant at IMEC, I work closely with the President, providing support on internal and external matters. I serve as a liaison to the IMEC board of directors and the IMEC leadership team, assisting with executive outreach and external relations efforts. This includes coordinating board and staff meetings while also managing special projects and assisting with human resources functions. With over 11 years of diverse experience in non-profits within healthcare, education and manufacturing, I am able to provide exceptional support across IMEC that supports our mission to drive growth through enterprise excellence.

Qualifications

- Bachelor of Science in Business Administration from Illinois State University