

EXECUTIVE ASSISTANT | PROJECT MANAGER

ADMINISTRATION ▪ OPERATIONS ▪ EVENT MANAGEMENT

Proactive administrative professional with extensive experience in operations, project management, and executive-level support. Organized and attentive with strong leadership skills. Capable communicator, able to work efficiently with all levels of an organization and its clients and vendors. Seen as “go-to” person and accomplished in delivering innovative ideas and creative solutions to complex problems. Proficient in Microsoft Office (Word, Outlook, Excel, and PowerPoint), OpenAir, Workday, Prezi, Concur, and NetSuite.

Signature Skills

Executive/Board Support ▪ Event/Meeting Planning ▪ Office Management ▪ Contract Negotiations
Vendor Management ▪ Process Improvement ▪ Strategic Planning ▪ Calendar Management ▪ Reporting
Expense Tracking ▪ Travel Logistics ▪ Project Management ▪ Relationship Management ▪ Confidentiality

~ Received ACME EXCELLENCE CLUB recognition - international performance award reserved for top achievers ~

PROFESSIONAL EXPERIENCE

ACME, LLC

2007 – Present

EXECUTIVE ASSISTANT | OFFICE AND FACILITY MANAGER

Integral part of executive team, providing direct support to CEO and CFO and assisting with day-to-day operational tasks, project management, and meeting preparation. Oversee administrative team and other office support personnel.

EXECUTIVE SUPPORT & MANAGEMENT:

- Developed Standard Operating Procedures and training manual for administrative staff. Documented procedures and timelines for daily duties, such as supply ordering, shipping, communications, and opening and closing procedures.
- Uploaded and organized information and documents relating to office operational procedures, employee information, travel and expense reporting, company policies, and office events to allow for staff-wide access. Additionally, developed manuals for commonly used tools, procedures, and processes to aid staff and improve overall office efficiency.
- Act as facility and operations manager of large, fast-paced office environment (~40,000+ sq. ft. office building), including compliance with all safety regulations, overseeing office build-outs/construction projects, and building maintenance.

EVENT PLANNING:

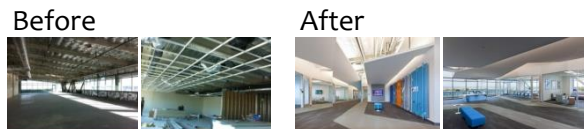
- Primary coordinator for all office events including board of directors, executives, and employee meetings. Manage company calendar, strategic planning, presentation coordination, and developing and compiling required materials.

EVENT PLANNING (CONTINUED):

- Serve as liaison between staff, virtual team members, and executive management. Working in place of executives to gather materials and pertinent information, from department and project leaders, required for upcoming meetings and client presentations.
- Attend and assist in the facilitation of meetings. Serve as on-site contact for vendors and hotel staff in addressing meeting requirements such as attendees' dietary needs, audio-visual equipment, and space setup. Negotiate site contracts, deliverables, and costs.
- Coordinate domestic and international travel for senior-level executives. Aid in the organization of passports, visas, and other pertinent international travel logistics.

PROJECT MANAGEMENT:

- Managed office relocation project from conception to [completion](#). Served as main point of contact for all aspects of project including new location build-out, employee placement, vendor/contractor management, and on-site setup. Incorporated employee and executive feedback to design new and innovative office space. Facilitated the location transfer seamlessly with minimal interruptions to daily operations.



REALTORS INC

2003 – 2007

REAL ESTATE AGENT

Facilitated the purchase and sale of residential real estate in Contra Costa and Alameda Counties. Required extensive knowledge of current market trends and the ability to advise clients on and during transactions.

- Negotiated transactions on behalf of clients and successfully closed \$15M in cumulative sales.
- Developed curriculum and taught workshops on home-buying best practices.

UNIVERSITY OF FLORIDA

2001 – 2003

PRINCIPAL ANALYST, DEFERRED MAINTENANCE PROGRAM

Assisted in the organization of various capital projects spanning multiple campus locations. Worked with architects, consultants, engineers, and contractors in all project aspects, focusing on overseeing deliverables, time management, and tracking project budgets of up to \$15M.

EDUCATION AND CREDENTIALS

Associate of Arts in Business Administration – Junior Valley College, Montreal, Canada
Certified Administrative Professional (CAP), International Association of Administrative Professionals (IAAP)

PROFESSIONAL DEVELOPMENT:

- Meeting Planners Association seminars in strategic planning and facilities management
- APPA, participant in Institute For Facilities Management training program