

Portland, OR

Intuitive relationship builder interested in interdisciplinary teamwork and community development. Hoping for a new challenge in a stimulating environment offering growth opportunities. Solid experience with project management, tactful problem solving and event planning. Provides exceptional behind-the-scenes support at all executive levels.

## COMPUTER AND PROFESSIONAL SKILLS

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- Advanced with Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, 365, OneDrive), G-Suite, Salesforce, Dropbox, WebEx, Adobe Acrobat Pro, XD
- RFP process
- Work Plans and Budgets
- Project Management and Deliverable Tracking
- Complicated Scheduling
- Positive and determined
- Sensitive relationship awareness and negotiation
- Extensive travel booking and retreat planning experience
- Accurate expense report and bank reconciliation skills
- Proven ability to deliver high quality work when on a deadline

## WORK EXPERIENCE

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### **Administrative Coordinator, Strategic Partnerships (SP) (Contract)**

*Tourism Now! (May 2022 –Present)*

- Manages projects for 2 branches of SP team
- Provides support to Regional Cooperative Tourism Program as well as department directors
- Coordinated staff scheduling and other details for 2 locations of international 10-day event, managed one location while promoting marketing activations
- Coordinated two off-site, overnight stakeholder retreats
- Complicated scheduling of 2022 – 2023 regional meetings
- Voraciously absorbing all possible regional information, relationship building

### **Event Registration, Executive Assistant, Various (Temporary)**

*Boly:Welch (November 2021 – May 2022)*

- Supported various executive and projects
- Learned event-specific software (Maritz) to support guest registration
- Supported various executive and projects

### **Executive Assistant, Program Manager and Project Coordinator**

*City Urban Group (November 2016 – February 2020)*

- Supported President, Board Members and Various executives
- Developed and managed Proofing and Translation programs
- Managed projects under \$500k
- Coordinated numerous events, both internationally and locally
- Created and launched emergency and business resiliency plans

## **Executive Assistant, Office Manager**

*QRO Property Management (September 2012 – November 2016)*

- Supported President and various executives
- SEC and corporate compliance liaison with headquarters
- Employee onboarding and coordinator

## **Editorial Assistant and Customer Service**

*Mediphsical Publishing (August 2007 – December 2011)*

- Managed Customer Service department, order fulfillment and inventory
- Trade Show representative, managing signings and activations
- Redesigned and streamlined new trade show booth, saving significant dollars

## **EDUCATION**

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**Harvard EdX (2021)** Humanitarian Response to Conflict and Disaster

**Portland State University (2020)** Bachelor of Science- Geography

**Miles Way Health Society (2020)** Intern, Policy Recommendations Author

## **VOLUNTEER**

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Neighborhood Emergency Team (NET), Portland Bureau of Emergency Management (PBEM)

Federal Emergency Management Agency (FEMA) training