



Executive Assistant

Experience

EXECUTIVE ASSISTANT TO THE CEO'S + CO-FOUNDERS // FEB 2013 - PRESENT

[The Future Project \(thefutureproject.org\)](http://thefutureproject.org)

[The Future Company \(future.com\)](http://future.com)

Executive Assistant the CEO's and Co-Founders of The Future Project and Future Laboratories. Remotely work to oversee and manage the daily schedule and calendar of the CEO's; facilitate communication within the organization and manages external meeting requests across time zones; prioritize and prepare for upcoming CEO meetings/trips/fundraising events; keep the CEO's well informed of upcoming commitments and responsibilities; serve as the front-line liaison for external stakeholders to represent the organization in a positive and professional way; assist with correspondence for each CEO as needed; manage, plan and execute all travel arrangement; track expenses and prepare/submit monthly expense reports for each CEO and the COS. **100% remote.**

ADMINISTRATIVE ASSISTANT

[Zirtual \(zirtual.com\)](http://zirtual.com)

Virtual assistant to numerous clients within the continental US. Provide administrative support ranging from organization of data, preparation of reports and research, identifying solutions to client needs, creating procedures to streamline recordkeeping systems, scheduling and monitoring projects, maintaining numerous schedules/calendars, arranging travel and more.

OWNER KBARQUIN FREELANCE WEB DESIGN

[KBarquinDesign.com \(kbarquindesign.com\)](http://KBarquinDesign.com)

Built custom websites for small to medium-size nonprofits and small businesses from conception to launch. Secured website domains, established email accounts, designed logos, developed online forms, assisted in development of social media pages, and developed marketing materials.

WEB/PRINT/ADMINISTRATIVE ASSISTANT

[Greenbelt Children's Center \(greenbeltchildrenscenter.com\)](http://GreenbeltChildrensCenter.com)

Responsible for office administrative functions, duties and responsibilities, including website maintenance and email/print marketing. (Designed center's website as well.) Coordinated and managed multiple priorities, communications and projects on daily basis.

WEB DESIGNER

[National Science Foundation, Arlington \(nsf.com\)](http://NationalScienceFoundation.org)

Developed and maintained the NSF website as part of web development team. Coded, designed and uploaded content and documentation for publication on the foundation website.

EXECUTIVE ASSISTANT

[Compuware Corporation \(compuware.com\)](http://CompuwareCorporation.com)

Provided high-level administrative support to Regional Vice President and staff by preparing reports and financial data, handling information requests, and performing all necessary clerical functions such as preparing correspondence, scheduling meetings and coordinating travel.

SPECIAL EDUCATION TEACHER

[Eastport Elementary School, Anne Arundel County Public Schools, Annapolis](http://EastportElementarySchool.com)

+5 years' experience teaching special education students in various environments for the purpose of ensuring successful progress towards student's goals and objectives. Instructed students with wide range of exceptional needs within self-contained, resource and general education settings.

Collaborated with classroom teachers to ensure appropriate curriculum and program modifications. Developed educational plans for the purpose of meeting the individual needs of students, while conducting on-going assessment and evaluation.

Education

BACHELOR OF SCIENCE // Early Childhood Special Education

[University of Maryland, College Park](http://UniversityofMaryland.edu)

Administrative Summary

- ◆ Highly qualified C-level administrative professional who has worked in fast-paced environments demanding strong technical, administrative, organizational and interpersonal skills.
- ◆ Supports strong organizational communications with internal and external stakeholders, as well as excellent office management and team culture/engagement.
- ◆ Proficient computer & software skills and experience with spreadsheets, data collection, research, word processing, print media, reports, presentations, typing, data entry, email management, schedule & calendar management, etc.
- ◆ Extensive skills in research assistance, data gathering, and fact checking tasks.
- ◆ Detail-oriented and resourceful in completing projects; able to multi-task with ease. Able to coordinate and manage multiple priorities and projects.
- ◆ Excellent communication, organization, time management and problem-solving skills. Efficiently manage multiple administrative functions within a deadline-driven and budget constrained environment.
- ◆ Motivated team player and highly capable of working independently. Possess strong decision-making abilities.

Website/Print Summary

- ◆ Former web designer with +6 years' experience as a small business web design owner. Created, developed and managed content-based websites. Determined coding and design requirements, from the aesthetic to the functional.
- ◆ Designed company logo/branding, advertisements, email marketing campaigns, print materials.
- ◆ Extensive desktop publishing and graphic design experience.
- ◆ Established small business social development: Blogs/Postings, Facebook, LinkedIn, Pinterest.

Skills

- ◆ **Google Admin for Business** :: Google Suite
- ◆ **Design Software** :: Adobe Photoshop, Fireworks and Dreamweaver
- ◆ **Adobe** :: Acrobat / Distiller
- ◆ **Office Applications** :: Microsoft Word, Excel, PowerPoint, Access, OneNote

References

Gladly provided on request.