**[Executive / Personal Assistant, Personnel Security, Hr, Copywriter](https://www.postjobfree.com/resume/adulm5/executive-personal-hr-fairfax-station)**

**Location:**Fairfax Station, VA

**Posted:**January 11, 2023

**Contact Info:**

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**Resume:**

703-587-3879

www.packfit.net

8631 Kenosha Ct, Lorton, VA

kimberly@packfit.net

EXPERTISE

Entpreneurship

Executive Assistance

Communication Skills

Meeting & Event Coordination

Published Author / Writing

Project Management

Office Administration

Social Media Strategy

Research & Data Compilation

Creative Problem Solving

Board Certified Health and Life

Coach

KIMBERLY ARTLEY

PROFESSIONAL EXPERIENCE

Organized and driven professional equipped with 15+ years of experience to share. Proven track record of driving operational efficiency through white-glove customer support, situational analysis, and innovative problem solving. Proficient in planning and coordinating complex meetings, appointments, and events. Well-versed in business correspondence, viz. in-person communication, mail, emails, and phone calls. Adept at processing program development, sales, accounts receivables, and invoicing. Knowledgeable at conducting research, compiling data, and records management. Skilled in coordinating domestic and international travel arrangements.

WORK EXPERIENCE

PACKFIT Dog Training & Behavior CEO, Founder, Author January 2011 - Present

Orchestrated all operational facets of a business centered on dog training and behavior. Coordinated behavioral analysis, conditioning, modification, and rehabilitation. Researched the market and understood client needs. Developed engrossing and valuable products and programs that made a deep, evident impact. Conceptualized strategic marketing and branding plans that yielded fruitful results. Planned and organized various events seamlessly. Commenced and operated a full-fledged organization, turning it into a six-figure business in under two years as a solo entrepreneur, without a team or any employees.

·Published two books, four eBooks, and the third book is releasing soon. Served countless individuals, resulting in numerous testimonials validating my expertise in behavioral transformation, and restoring peace and quality of life to people and their dogs.

Underwent professional training through several courses and learned to leverage various technological platforms. Built an extensive knowledge base by gaining in- depth insights into branding, marketing, social media management, content development, program/product development, client relations, support, and much more.

Spearheaded all communication efforts efficiently to ensure optimum customer satisfaction.

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KIMBERLY ARTLEY

EDUCATION

Marymount University

Bachelor of Science in Health Promotion

Executive Assistantship:

provided administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive’s behalf maintained comprehensive and accurate records

performed minor accounting duties

organized meetings, including scheduling, sending reminders, and organizing catering answered phone calls in a polite and professional manner welcomed visitors and identified the purpose of their visit before directing them to the appropriate department

managed executive calendars, including making appointments and prioritizing sensitive matters Personnel Security:

governed prompt and precise processing of DIA applicants and candidates pertaining to IAW applicable Central Processing Center SOPs and DIA established performance metrics offered security interviewers an overview of the candidates’ SF-86 alerting them on potential security vulnerabilities that require effective resolution fingerprinted 100+ candidates, interns and linguists on a monthly basis handled security and HR software applications, encompassing Microsoft Office Suite and eZHR, to track and maintain 100% accountability of 1.2K+ candidates per year. coordinated travel arrangements and accommodations. Managed cost controlling and budget planning. Analyzed and compiled information for special projects. organized Power Point Presentations and briefings regarding general office duties. tracked and ensured prompt submission of candidates’ request for Security Clearance (SF86) to DIA; corrected errors and omissions, leading to an error rate less than 3%. played an instrumental role in recruiting employees by processing up to 325 resumes per month to support DIA selection and hiring boards.

·ensured all employment forms for DIA are completed and forwarded within the 10-working day deadline.

achieved an excellent rate of over 91% with an accuracy rate of 100% while ascertaining all 19- program deadlines and standards have been met or exceeded throughout the program’s life. Additional experience as an assistant manager and event planner in the restaurant and hospitality industry.

Institute for Integrative Nutrition

Holistic Health and Life Coach

AUTHORED BOOKS

My Dog, My Buddha

Mein Hund, Mein Buddha (German)

My Dog, My Buddha: The Sequel

Walk Like a Boss

What to Feed Your Dog... and Why

The Zen of Dog Training

The Human End of the Leash (upcoming release)

MPRI, ETG Executive Assistant and Personnel Security May 2007 - June 201