**[Executive Assistant Support](https://www.postjobfree.com/resume/ad0g3d/executive-assistant-washington-dc)**

**Location:**Washington, DC

**Posted:**October 18, 2023

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**Resume:**

Berry, Evelyn – Resume 01302023

EVELYN S. BERRY

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professional portfolio: www.evelynsberry.weebly.com

QUALIFICATIONS SUMMARY

Multifaceted Executive Assistant with an extensive background in a wide array of executive support tasks. Experience enhancing executive productivity and improving business operations by supporting the day-to-day administrative, financial, and operational functions while partnering with C-level executives and their teams.

Demonstrated adaptability, efficiency, and ability to magically organize hectic calendars.

Strong interpersonal and communication skills with the ability to collaborate with diverse individuals.

Proven record of critical thinking skills, successfully prioritizing and executing multiple projects.

Skilled at developing and improving administrative processes, resulting in efficiency and cost-savings.

Proficient in Microsoft Excel, Teams, OneDrive, OneNote, Outlook, PowerPoint, SharePoint, and Word.

• Administrative Lead • Budget Management • Customer Relations • Database Management

• Event Management • Executive Support • Expense Management • File Management • Issue Resolution

• Negotiation Skills • Office Management • Organizational Skills • Process Improvement • Project Management

• Schedule Management • Time Management • Travel Management • Vendor Management PROFESSIONAL

EXPERIENCE

NATIONAL AERONAUTICS & SPACE ADMINISTRATION (NASA) Washington, DC Executive Assistant to the Deputy Administrator (Contractor) June 2022 – January 2023 Delivered efficient day-to-day support to the Deputy Administrator—second in command for all of NASA—as an essential member of the Office of the Administrator. Managed an active calendar of appointments, as well as attended meetings, taking notes, and ensuring timely follow up on action items.

Worked with colleagues to facilitate the development of strategic travel schedules, scheduling trip calls, defining briefing needs and trip deliverables, and support overall travel planning.

Collaborated with subject matter experts throughout the agency to prepare for a wide range of meetings, events, trips, reports, briefings, talking points, presentations, memos, publications, etc.

Recognized for demonstrating versatility and superior customer service daily while maintaining a proactive responsiveness and professionalism.

MICROSOFT Washington, DC

Executive Business Administrator (Contractor) April 2021 – May 2022 Offered a full range of support services to the Airband, Democracy Forward and Go-To-Market organizations. Managed administrative functions to include the procurement of equipment, services and supplies as well as onboarding of new hires. Tracked action items and managed the agenda for weekly meetings.

Prioritized highly complex and fluid calendars for department executives, allowing the executives to focus on business priorities. Prepared travel itineraries and expense reports.

Worked closely and collaboratively with the support community to determine best practices to hit the ground running and optimize the use of all available resources.

Quickly gained the confidence of my colleagues to include senior leadership—regularly mistaken for someone with previous Microsoft experience.

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R.D. MERRILL COMPANY Seattle, WA

Executive Assistant to the Chief Financial Officer April 2019 – March 2021 Provided direct support to the Chief Financial Officer by managing a constantly changing schedule, monitoring email, and anticipating specific travel, lodging and dietary preferences. Prepared and assembled relevant documentation, presentations, and other collateral material for the Executive Team.

Recognized for providing outstanding professional yet personable service, by internal and external stakeholders, by way of Gratitude Cards, Kudos, Emails and Verbal Comments.

Leveraged software to create individual community tracking spreadsheets, rolling up to a dashboard, to monitor the overall progress of transferring licenses and permits for senior living communities.

Chosen to cross-train with experts from the Real Estate Team to assist with special projects and data gathering for loan due diligence and community licensing purposes.

UNIVERSITY OF WASHINGTON Seattle, WA

Executive Assistant to the Executive Vice President (Limited-Term Project Appointee) April 2017 – March 2019 Appointed to manage the agenda and materials for the Finance and Asset Management Committee of the Board of Regents as well as various special projects. Carried out a large variety of administrative functions to include hosting confidential executive-level meetings, preparing agendas and monitoring action items.

Quickly gained the confidence of the Chief of Staff for the Office of the President by providing structure to the item submission process and presentations for the Board of Regents.

Organized and coordinated the executive search efforts of the Executive Vice President by developing a structured process for monitoring and achieving deliverables.

Worked with the Attorney General’s Office to research, edit and clarify the intent of Administrative Orders for the Office of the President.

TEXAS CENTRAL PARTNERS, LLC Dallas, TX

Executive Assistant to the Chief Executive Officer August 2015 – March 2017 Strategically managed the schedule of the Chief Executive Officer (CEO) of an organization committed to advancing high-speed rail connectivity between Dallas and Houston by prioritizing the schedule, creating agendas, and collecting background materials.

Acted as a liaison to facilitate communication, abstract administrative details and keep track of action items. Coordinated logistics for office move and build out while also managing the day-to-day affairs.

Facilitated logistics and materials for the board of directors and shareholder meetings. Developed efficiency-enhancing processes for recruiting and new-hire onboarding.

Managed overall planning and execution of special events and presentations attended by investors and political dignitaries to include communications and event logistics.

UNIVERSITY OF WASHINGTON Seattle, WA

Executive Assistant to the Senior Vice President August 2012 – July 2015 Offered dedicated support to the Senior Vice President (SVP), Finance and Facilities, by managing the agenda and materials for the Finance and Asset Management Committee of the Board of Regents. Worked directly with appointed officials to set priorities and content for monthly board meetings.

Collaborated with IT to significantly reduce the time required to track and reassign agenda items by building a database for materials—allowing for one-time entry of data and report creation.

Selected to manage the search for a new Associate Vice President for the Office of the Treasury to include assembling interview panels, scheduling and managing communications.

Monitored legislative bills that could potentially impact the university. Prepared and maintained delegations of authority for the Office of the SVP.

STARBUCKS COFFEE COMPANY Seattle, WA

Executive Assistant to the Senior Vice President January 2010 – July 2012 Provided complex administrative and project support to the Senior Vice President, Diversity, Community and Government Affairs (SVP). Assisted in meeting deadlines, scheduling meetings, and resolving pressing issues. Prepared travel itineraries and expense reports. Developed and administered a multimillion-dollar budget.

Reduced department accruals and variances by 80% by analyzing spending trends, budgeting based on the actual spend and monitoring the budget throughout the fiscal year.

Assisted in team integration by identifying issues that warranted attention—taking advantage of opportunities for enhanced communication and information sharing.

Worked in partnership with the Public Affairs team to plan and execute major public relations events to include coordination of facilities, catering, entertainment, and communications.

EDUCATION

AMERICAN INTERCONTINENTAL UNIVERSITY (Online)

Associates of Arts in Business Administration & Marketing August 2003 – June 2005 PEARSON EDUCATION INC. (Online)

Microsoft Office Specialist Certification Current

TOASTMASTERS INTERNATIONAL (FCC Chapter)

Public Speaking, Communication and Leadership Skills Current