

Motivated administrative professional with 5+ years of experience supporting executive leadership and managing office operations in higher education, nonprofit, and corporate settings. Known for attention to detail, technical proficiency, and ability to manage multiple priorities with efficiency and discretion. Demonstrated success in calendar management, meeting coordination, expense tracking, and document preparation. Tech savvy with comprehensive technical skill set across office software, communication platforms, and workflow tools.

CORE COMPETENCIES

- Executive & Admin Support
- Office Operations
- Problem Solving
- Event Coordination
- Customer Service
- Team Collaboration
- Document Management
- Technology Proficiency
- Adaptability

TECHNICAL SKILLS

Microsoft Office Suite | Google Workspace | Workday | Salesforce | Slack | Concur | OneDrive
| Nitro Pro | Lattice | MRI (Real Estate Software) | Ops Technology

PROFESSIONAL EXPERIENCE

Equity Residential

Administrative Assistant

Washington, DC

September 2023 – Present

- Manage calendars for 3 senior leaders, scheduling 15+ meetings weekly.
- Organize meetings, prepare agendas, and set up conference rooms.
- Prepare and submit expense reports and correspondence.
- Screen and manage incoming calls from residents, clients, and vendors.
- Streamline administrative workflows, including mail distribution, file management, and supply logistics.
- Support team members with projects and special assignments as needed.
- Attend and document meetings; transcribe and proofread memos and reports.
- Ensure confidentiality regarding personnel matters and executive decisions.

Low Income Investment Fund

Office Services Coordinator (Contract)

Washington, DC

January 2023 – June 2023

- Managed executives' calendars and coordinated meeting logistics.
- Prepared slide decks, speaking notes, and briefing materials for leadership.
- Organized travel and accommodation arrangements for executive staff.
- Handled inbound calls and requests following organizational protocols.
- Managed expense reporting and building access systems for staff and visitors.
- Processed incoming/outgoing mail, faxes, and overnight packages.
- Maintained copier and kitchen supplies to ensure office readiness.

- Supported special projects and assignments from senior leadership.

Howard University

Administrative Assistant II

Washington, DC

January 2022 – January 2023

- Prepared meeting minutes, agendas, manuals, and correspondence.
- Maintained departmental budgets and monitored expenditures.
- Answered inquiries and routed communications appropriately.
- Scheduled meetings and arranged logistics for conferences and events.
- Distributed information to students and faculty using bulletin boards and electronic formats.
- Composed reports and correspondence using correct grammar and formatting.

West Virginia State University

Office Assistant

Institute, WV

July 2018 – November 2020

- Coordinated office supply inventory and placed timely orders.
- Welcomed visitors and provided professional assistance.
- Supported staff with administrative and special project tasks.
- Prepared documents and presentations using Microsoft Office and Google Docs.
- Conducted research to support university programming.

Resident Assistant

July 2018 – April 2020

- Supervised and mentored up to 90 student residents per floor.
- Created educational and social programming for residents.
- Mediated conflicts and enforced university housing policies.
- Documented incidents and maintenance needs; facilitated room changes.
- Maintained a safe and respectful residential environment.

Camp Counselor

June 2019 – August 2019

- Led recreational and educational activities for campers.
- Supervised field trips and ensured safety compliance.
- Engaged with parents and provided activity updates.
- Handled registration and event logistics.
- Escorted children to activities and maintained structured schedules.

VOLUNTEERISM & RECOGNITIONS

- President, Delta Sigma Theta Sorority Inc., Alpha Delta Chapter, West Virginia State University (2019–2020)
- Miss Sophomore (2018-2019), Miss Junior (2019-2020), West Virginia State University
- Parliamentarian, NAACP Chapter, West Virginia State University (2018–2020)

EDUCATION

- Bachelor of Science, Business Administration and Management | West Virginia State University | Institute, WV | Graduated April 2021