



## **Profile**

- 10+ years' of successful experience in executive, personal, and administrative work.
- Process orders, applications and requests quickly and efficiently.
- High attention to detail and accuracy.
- Excellent knowledge in Microsoft programs (Word, Excel, PowerPoint, & Outlook).
- Managerial and leadership skills
- Proven accuracy, dependable, detail-oriented and capacity to shoulder higher responsibility.
- High level of adaptability to various situations.
- Clear written and oral communication skills.
- Capacity to learn new information and procedures promptly and efficiently.
- Advanced typing experience (80 WPM) and 10 key.

### **Universal Music Group**

#### ***Administrative Coordinator***

*Manhattan, NY October 2015 – December 2016*

- Complete expense reports, payment requests and invoicing through Uniport
- Arrange travel and schedule meetings
- Exercise discretion when patching calls, rolling calls and interrupting meetings
- Maintain department archive/filing system as well as contact files and distribution lists
- Assist and coordinate initial new hire process for all department interns and educational temps
- Internal Communications/Media Relations
- Special projects and assistance in coordinating company events
- Development and distribution of grammatically/punctually correct internal/external company communication
- Update and maintain internal employee information

### **Kaplan University**

#### ***ESL Teacher/Trainer***

*Manhattan, NY July 2014 – October 2015*

- Design appropriate curriculum specific to students' levels and goals.
- Initiate supportive learning activities for ESL students that aim at advancing their newly acquired L2 skills
- Brief students with written presentations and explanations to raise awareness of cultural aspects as well as the language
- Direct classroom activities and maintain proper decorum in class
- Interpersonal training and collaboration with peers

### **Rockasorri Music**

#### ***Co-Founder/Managing Partner***

*Newport, NJ August 2012 – September 2015*

- Management of staff including pre-screening, interviewing and hiring of new employees
- Public relations, event planning, management, tours and live performances
- Plan and supervise all personal travel arrangements including: air travel, ground transportation and accommodations
- Build rapport with cliental, conduct high sales volume, assess needs and formulate action plans to achieve them
- Conduct market research and prepare presentations, reports and documents
- Collaborate with key management personnel to assist in arrangement of special events
- Music production, writing, arrangement, publication and distribution of recorded material

## **Education**

- B.S. Interdisciplinary Studies (Emphasis in Multi-Cultural Awareness) Northern Arizona University, Flagstaff, AZ