

Kristin Wood

Thornton, CO 80233

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(303) 435-6873

Exemplary Administrative Assistant offering 15 years experience as a consummate professional. Adept at maintaining executive calendars, coordinating travel arrangements, organizing large scale meetings/events, and managing third party vendors. Skilled at multitasking, business correspondence, presentation development, and maintaining strong attention to detail. Employs a strong work ethic and takes pride in making the lives of busy executives easier. Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook), Adobe Acrobat DC, and WordPress.

Authorized to work in the US for any employer

Work Experience

Executive Administrative Assistant

www.GrandMayan.net LLC - Phoenix, AZ

2005 to Present

Provide administrative and business support to the CEO of GrandMayan.net LLC and other members of the executive management team. Primary responsibilities include serving as an effective gatekeeper; preparing well-researched and accurate documents; managing busy calendars; meeting arrangements, teleconferences and travel; purchasing and accounting duties; data entry and retrieval; file tracking and management.

Lifestyle Coordinator

www.GrandMayan.net LLC - Broomfield, CO

2015 to 2018

Design programs to help meet the physical, mental, emotional, social, and spiritual needs of residents. Responsible for planning, budgeting, and implementation of all Resident Life Enrichment Events & Activities. Primary responsibilities include design & layout of monthly calendar, scheduling of activities, liaison for outside organizations providing event support, and quality execution of all events to support brand recognition & company standards.

Education

Diploma

Mountain Vista High School - Highlands Ranch, CO

2000 to 2004

Skills

- Adobe Acrobat
- Adobe Photoshop

- Layout Design
- Communications
- CRM Software
- WordPress
- Calendar Management
- Time Management
- Windows
- Microsoft Office
- Adobe Acrobat
- Problem Resolution
- Conflict Management
- Budget Development
- Budget Management
- Cash Handling
- Vendor Management
- Purchasing
- Customer Relationship Management
- Event Planning
- Adobe Illustrator
- Salesforce
- Front Desk (10+ years)
- Customer Service (10+ years)
- Microsoft Word
- Microsoft Outlook