



Reagan Kelley

Administrative Assistant, Hospitality Coordination

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STRENGTHS

- 📅 **Executive coordination**
Kept two senior leaders aligned through clear calendars, prepared materials, and steady follow through during crowded periods.
- ♥ **Guest hospitality**
Created welcoming visits for donors and speakers; small details helped guests feel expected, comfortable, and valued.
- ✓ **Financial accuracy**
Reviewed invoices and reimbursements before routing them, catching missing records and reducing avoidable follow up.
- 📅 **Event execution**
Handled invitations, RSVPs, rooms, supplies, and guest messages for board and recognition programs with calm focus.
- 👥 **Student guidance**
Set practical priorities for student workers during busy mailings, and service stayed consistent through changing demands.

SKILLS

Calendar management

Hospitality coordination

Microsoft Office PowerPoint

Outlook Database navigation

Phone systems

Document preparation

Records management

Event logistics RSVP tracking

Mailings Invoice processing

SUMMARY

Administrative and hospitality professional with five years of progressive experience supporting senior leaders, finance executives, foundation operations, and campus facing programs. Coordinates complex calendars, meetings, presentations, correspondence, records, mailings, invoices, reimbursements, corporate card documentation, inventories, work orders, guest accommodations, and **event logistics** with discretion. Uses **Microsoft Office**, PowerPoint, Outlook, **database systems**, and phone systems to keep priorities moving across busy executive offices. Builds welcoming experiences for donors, board members, visiting speakers, vendors, students, and community guests through thoughtful communication and dependable follow through. Guides **student workers** during high volume projects and maintains organized shared spaces, supplies, and hospitality areas. Brings calm judgment, initiative, confidentiality, and service focused support to executive administration and university operations.

EXPERIENCE

Senior Administrative Assistant

Lakeshore Academic Foundation 📅 July 2024 to Present 📍 Aurora, Illinois

Supports two senior leaders across donor, board, vendor, and campus commitments. Owns scheduling, documents, financial administration, hospitality spaces, event preparation, confidential records, and student worker direction while keeping executive operations organized and welcoming.

- Coordinated executive calendars and meeting materials for donor, board, vendor, and campus commitments.
- Prepared **PowerPoint** presentations, **Outlook** correspondence, records, and confidential documents for timely leadership decisions.
- Processed **invoices**, reimbursements, and monthly purchasing card records before finance team submission.
- Led board sessions, recognition events, executive dinners, and visiting speaker logistics from invitations through guest communications.
- Maintained **hospitality**, office, gift, and beverage inventories across shared executive and guest spaces.
- Directed **student workers** during **mailings** and event preparation, preserving dependable service standards.

Administrative Assistant

Brighton Community College Foundation 📅 June 2022 to June 2024 📍 Elgin, Illinois

Supported foundation and finance leadership through scheduling, database updates, **document preparation**, correspondence, financial packet review, event coordination, reception service, inventory organization, and occasional evening program support.

- Supported foundation and finance leaders with scheduling, databases, documents, mail distribution, and special projects.
- Welcomed **donors**, vendors, students, and visitors while routing questions and protecting confidential information.
- Coordinated invitation lists, **RSVP records**, attendance materials, and follow up **correspondence** for receptions.
- Reviewed invoice and reimbursement packets for complete documentation before approval routing.
- Organized kitchen, workroom, supply, and event storage areas with practical inventory checklists.
- Prepared guest areas, transported supplies, monitored needs, and restored spaces after evening programs.

Office Assistant

Cedar Grove Youth Services 📅 October 2021 to May 2022 📍 Joliet, Illinois

Inventory management

Guest communication

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

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MONTHS

Managed reception, telephone inquiries, scheduling, mail, shared inbox messages, database records, supplies, meeting materials, and community **event logistics** in a busy service office.

- Managed reception coverage, telephone inquiries, scheduling, mail, and shared inbox messages for visitors.
- Produced letters, spreadsheets, **presentations**, and meeting packets using **Microsoft Office** filing practices.
- Entered contact and service information into an internal database, checking records before routing.
- Prepared supply requests and tracked office inventory for printing, meetings, and hospitality materials.
- Supported community events through room setup, registration materials, refreshments, and guest directions.
- Escalated sensitive questions tactfully while keeping routine requests moving during changing priorities.

PROJECTS

Executive Hospitality Operations 📅 2024

Coordinated guest spaces, supplies, maintenance requests, dining details, and communications for executive visitors and campus events. Created dependable preparation routines that supported polished service and organized shared areas.

Board and Donor Event Support 📅 2023

Managed invitations, RSVP records, attendance materials, room readiness, refreshments, and follow up communication for receptions, committee meetings, and leadership gatherings.

LEADERSHIP & AWARDS

- Recognized by foundation leadership for dependable executive support, confidential financial processing, and polished event coordination.
- Selected to guide student office workers during high volume mailings and event preparation.
- Community Welcome Network volunteer event coordinator, supporting inclusive guest experiences and organized community programs since 2023.

EDUCATION

Bachelor's Degree in Organizational Leadership

Lewis University 🎓 GPA: 4.0 📅 2021 📍 Romeoville, Illinois

Coursework: *Organizational leadership, business communication, project management, organizational behavior*

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2023
- Microsoft Office Specialist: Outlook 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Email and Calendar:** Microsoft Outlook, shared calendars, meeting invitations
- **Database Systems:** contact databases, record lookup, data entry
- **Phone Systems:** main office phones, call routing, voicemail
- **Financial Processing:** invoices, reimbursements, corporate card statements
- **Event Administration:** RSVP tracking, invitation lists, attendance materials
- **Records Management:** confidential files, digital records, naming practices
- **Office Operations:** work orders, mail distribution, supply requests
- **Hospitality Services:** guest accommodations, executive dining, visitor communications
- **Inventory Control:** office supplies, gift inventory, beverage inventory
- **Presentation Support:** PowerPoint presentations, meeting packets, executive documents
- **Student Supervision:** student worker guidance, task assignment, service standards

PROFESSIONAL AFFILIATIONS

- Volunteer Event Coordinator, Community Welcome Network, 2023 to Present.
- Foundation operations partner supporting donors, board members, vendors, students, and community guests.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST