

Lena Oneal

Administrative Assistant VI, Executive Level Administrative Support

📞 (559) 555-4186

✉️ lena.oneal@example.com

🌐 linkedin.com/example/lenaoneal

📍 Fresno, CA 93720

STRENGTHS

- 📅 **Executive Coordination**
Calendar conflicts and urgent commitments were organized into clear priorities, giving senior leaders dependable control of each day.
- 🔒 **Confidential Judgment**
Sensitive employee and student matters were handled quietly and carefully, helping leaders protect trust during difficult conversations.
- ♥️ **Records Accuracy**
Source records were checked before reports and board materials moved forward, making accurate information a practical habit.
- 👥 **Stakeholder Service**
Staff, families, and public visitors received calm procedural guidance, turning routine questions into smoother interactions.
- ✅ **Operational Follow Through**
Trackers, minutes, and reminders kept commitments visible after meetings, so teams could move work forward without losing details.

SKILLS

Executive support

Calendar management

Board materials

Confidential records

Microsoft Office Google Suite

Virtual meetings Meeting minutes

Project coordination

Budget reconciliation

Audit support

Contract documentation

Records management

SUMMARY

Executive administrative professional with 9 years of progressive experience supporting senior education leaders, **governing board** activity, multi site operations, and complex organizational initiatives. Coordinates **executive calendars**, correspondence, meetings, conferences, trainings, travel, reimbursements, minutes, and follow up with sound independent judgment. Prepares confidential reports, memoranda, agreements, contracts, agenda materials, charts, statistical summaries, and electronic records. Researches financial, legal, administrative, federal, and state reporting information, reconciles budget categories, supports audits, and monitors service contract documentation. Communicates with employees, students, families, public agencies, and community partners in English and Spanish. Uses Microsoft Office, **Google Suite tools**, **virtual meeting platforms**, databases, spreadsheets, web content systems, and standard office technology to keep information accurate, accessible, and timely.

EXPERIENCE

Executive Administrative Coordinator

Central Valley Academic Collaborative 📅 August 2022 - Present 📍 Fresno, CA

Supports a senior education leader across multi site operations, governing board work, confidential communications, financial reporting, contracts, audits, and organization wide initiatives. Coordinates priorities independently, protects sensitive information, and keeps leaders prepared for decisions involving employees, students, families, and community partners.

- Integrated executive calendars, **correspondence**, deadlines, and stakeholder commitments for multi site education operations.
- Prepared governing board agendas, **agreements**, contracts, charts, and **statistical materials** after verifying source records.
- Coordinated leadership meetings, trainings, **conferences**, and community events through minutes, action tracking, and **follow up**.
- Compiled financial and administrative data for **state reports**, reconciling records before executive sign off.
- Monitored budget categories and contract files, supplying organized documentation for audit requests and reviews.
- Handled sensitive employee, student, family, and community communications with tact, discretion, and procedural accuracy.

Senior Administrative Assistant

Golden State Education Partnership 📅 January 2020 - July 2022 📍 Visalia, CA

Supported an executive director and program leaders delivering regional education initiatives. Managed calendars, travel, correspondence, meetings, records, reimbursements, project trackers, purchasing documentation, and stakeholder communications while helping leaders maintain visibility across competing commitments.

- Managed executive calendars, **travel** arrangements, correspondence, records, and project deadlines across regional initiatives.
- Built spreadsheet trackers for agreements, **reimbursements**, deliverables, and **target dates**, clarifying pending commitments.
- Drafted confidential letters, **reports**, meeting summaries, and administrative documents using **Microsoft Office** and Google Suite.
- Coordinated **workshops** with virtual platforms, materials, attendance records, rooms, and post session documentation.
- Prepared account reconciliations and purchasing records, flagging exceptions before approval workflows advanced.
- Resolved staff, family, and public inquiries with patience, procedural accuracy, and appropriate escalation.

Administrative Assistant

San Joaquin Learning Consortium 📅 June 2017 - December 2019 📍 Merced, CA

Policy interpretation

Bilingual communication

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Executive Administrative Coordinator at Central Valley Academic Collaborative (4.2 Years)
- Senior Administrative Assistant at Golden State Education Partnership (2.5 Years)
- Administrative Assistant at San Joaquin Learning Consortium (2.5 Years)
- Administrative Support Specialist at Valley Community Education Center (1.9 Years)

Supported department managers in an educational service environment through scheduling, document preparation, records management, reporting, meeting coordination, purchasing, web updates, and bilingual public communication. Maintained dependable information flow across program, personnel, and student related activities.

- Maintained confidential electronic and paper files using established retention, access, and records procedures.
- Compiled spreadsheet and database information for recurring reports, checking entries before producing **charts**.
- Recorded **meeting minutes** and distributed approved summaries, action items, and reference materials against target dates.
- Processed supply orders, travel **forms**, reimbursements, and purchasing records for reliable reconciliation.
- Updated **department web content** and public notices in English and Spanish for current program information.
- Supported managers with scheduling, inquiries, document preparation, and meeting **logistics** across education **programs**.

Administrative Support Specialist

Valley Community Education Center 📅 June 2015 - May 2017 📍 Clovis, CA

Delivered front office and program administration for community education services. Managed visitors, calls, appointments, forms, records, **supplies**, meeting logistics, data entry, and sensitive student and family information while building dependable relationships with diverse community members.

- Received visitors, routed calls, scheduled appointments, and provided accurate procedural information to program communities.
- Prepared correspondence, forms, **spreadsheets**, and filing systems using **Microsoft Office** and consistent records practices.
- Organized staff **meetings, trainings**, and community activities with ready rooms, documents, and attendance information.
- Entered and verified administrative data, correcting incomplete records and preserving dependable **historical files**.
- Tracked routine accounts and supply inventory, matching purchase documentation and reporting unclear records.
- Protected sensitive student and family information while supporting staff and diverse community members respectfully.

PROJECTS

Governing Board Records Modernization 📅 2024

Created a consistent workflow for agenda materials, supporting records, minutes, action items, and historical files. Improved leadership access to accurate documentation across recurring governing board activities.

Education Reporting Coordination 📅 2022

Organized financial, program, and administrative source information for state and organizational reports. Reconciled records before review and clarified ownership of follow up items.

LEADERSHIP & AWARDS

- Recognized by education leadership for dependable executive support, accurate governing board materials, and careful handling of sensitive information.
- Selected as a trusted administrative resource for cross department coordination, stakeholder communication, and time sensitive project follow up.
- Commended for bilingual public notices, organized records, and consistent service across diverse education communities.

EDUCATION

Associate of Arts in Business Administration

Fresno City College 🎓 GPA: 3.5 📅 2015 📍 Fresno, CA

Coursework: *Business communication, office administration, accounting, database management*

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2021
- Valid California Driver's License 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint
- **Google Workspace:** Gmail, Google Docs, Google Sheets
- **Meeting Platforms:** Zoom, Microsoft Teams, Google Meet
- **Spreadsheet Reporting:** Excel formulas, tables, charts
- **Database Tools:** Data import, data export, record lookup
- **Records Management:** Electronic files, paper files, retention procedures
- **Board Administration:** Agenda items, minutes, supporting materials
- **Financial Administration:** Budget reconciliation, reimbursements, expenditure tracking
- **Contract Administration:** Service contracts, agreements, performance records
- **Web Content:** Department pages, public notices, content updates
- **Reporting Systems:** Federal reports, state reports, statistical summaries
- **Office Technology:** Printers, scanners, copiers

PROFESSIONAL AFFILIATIONS

- Education administration professional supporting accessible, accurate, and timely service delivery across school and community programs.
- Bilingual English and Spanish communicator engaged with employees, students, families, leaders, and community partners.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST