

STRENGTHS

- Executive coordination**
Kept two directors aligned across calendars, correspondence, and project decisions. Teams relied on clear follow through when priorities shifted.
- Meeting leadership**
Turned complex stakeholder sessions into useful agendas, action logs, and follow up records. A clear packet often changed the conversation.
- Information control**
Protected confidential files and organized current records across active projects. Colleagues knew where to find reliable information.
- Status reporting**
Connected milestones, risks, deliverables, and decisions in executive reports. Leaders gained a practical view of pending work.
- Workflow improvement**
Spotted gaps in reminders and document handling, then introduced simple controls. Small changes made accountability easier for project teams.

SKILLS

- Executive support

Meeting coordination

Project tracking

Confidential records

Correspondence

Research

Statistical reports

Records management

Document review

Stakeholder liaison

SUMMARY

Executive Secretary with 7 years and 4 months of progressive administrative and **program coordination** experience through October 2026. Supports directors, project managers, engineers, consultants, contractors, operations teams, and external stakeholders across public infrastructure, facility renovation, and capital improvement programs. Coordinates executive calendars, multi stakeholder meetings, **confidential correspondence**, **project status** reports, deliverable tracking, research, statistical reporting, document review, and structured record systems. Brings practical experience organizing multilayered processes, preserving accurate decision records, reviewing incoming documents, and following through on risks, deadlines, approvals, and open actions. Work across public sector and infrastructure settings has strengthened discretion, judgment, and clear communication. Prepared to support secure aviation programs through applicable **transportation security clearance** requirements and dependable coordination among design, construction, facilities, and leadership teams.

EXPERIENCE

Executive Secretary, Public Infrastructure Programs

Pacific Civic Infrastructure Authority February 2023 - Present Long Beach, California

Provides confidential director level administrative and program coordination support for public infrastructure **design and construction** programs. Maintains executive calendars, project information, meeting systems, decision records, correspondence, and status reporting while connecting project managers, engineers, consultants, contractors, and **operations** representatives.

- Supported two directors with calendars, correspondence, priorities, and decision **records** for infrastructure programs.
- Organized stakeholder meetings using agendas, briefing materials, action logs, and follow up documentation.
- Produced executive status reports covering milestones, **deliverables**, decisions, **risks**, and upcoming commitments.
- Routed inquiries and project documents across stakeholders, preserving **deadlines** and correspondence history.
- Maintained confidential consultant documents, project files, and management materials through structured electronic filing.
- Standardized reminders, status templates, and action tracking, improving visibility into incomplete program information.

Senior Administrative Secretary, Capital Improvements

Harbor Development Services June 2020 - January 2023 San Pedro, California

Supported director level managers and project teams delivering facility renovations and capital improvements. Coordinated calendars, meetings, correspondence, records, reporting, and follow through across project managers, consultants, and leadership while improving access to current information.

- Supported managers and project teams delivering facility **renovations** and capital improvement work.
- Prepared meeting packets and management summaries from updates, consultant reports, schedules, and action items.
- Tracked **design and construction** deliverables through deadline logs, follow ups, approvals, and supporting information.
- Composed and edited letters, memoranda, **confidential correspondence**, and stakeholder **communications** with appropriate handling controls.
- Researched records and compiled data for **statistical reports** monitoring workload, commitments, and program **progress**.

Public sector operations

Workflow optimization

Risk tracking Deliverable tracking

Microsoft Office

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Executive Secretary, Public Infrastructure Programs at Pacific Civic Infrastructure Authority (3.7 Years)

● Senior Administrative Secretary, Capital Improvements at Harbor Development Services (2.6 Years)

● Administrative Secretary, Public Facility Programs at Metro Administrative Partners (10 Months)

- Refined shared records and meeting workflows, helping teams distinguish final documents from working drafts.

Administrative Secretary, Public Facility Programs

Metro Administrative Partners 📅 July 2019 - May 2020 📍 Pasadena, California

Delivered secretarial support for managers overseeing public facility projects. Managed schedules, meeting logistics, correspondence, document intake, office records, research, inquiries, and reporting while building independent capability in **public sector** coordination.

- Maintained schedules, meeting logistics, correspondence, document intake, and office records for facility projects.
- Reviewed **incoming documents** for routing, completeness, and response dates, reducing missed administrative handoffs.
- Prepared agendas, presentation materials, meeting notes, and action summaries for stakeholder sessions.
- Composed routine and **confidential correspondence**, editing source material for accuracy, tone, and consistency.
- Compiled spreadsheet data and source records into statistical and **project status** reports for management review.
- Built independence in **research**, records management, public inquiry response, and stakeholder coordination with discretion.

PROJECTS

Capital Program Reporting System 📅 2024

Created a shared reporting structure for milestones, deliverables, risks, decisions, and upcoming commitments. The approach gave directors and project teams a common view of program information and supported more consistent follow through.

Executive Meeting Control Process 📅 2022

Reworked meeting preparation through standardized agendas, briefing packets, action logs, and follow up reminders. Project managers and leadership received clearer records for decisions, owners, deadlines, and unresolved items.

LEADERSHIP & AWARDS

- Recognized by infrastructure leadership for dependable coordination of confidential director support and project reporting.
- Commended for improving meeting records, submission reminders, and visibility into incomplete program information.
- Selected for trusted handling of sensitive correspondence, management materials, and public infrastructure records.

EDUCATION

Associate of Arts in Business Administration

Long Beach City College 🎓 GPA: 3.5 📅 2019 📍 Long Beach, California

Coursework: *Business communication, office administration, records management, statistics*

CERTIFICATIONS

- Microsoft Office Specialist: Associate 📅 2022
- Administrative Professional Certificate, California State University Continuing Education 📅 2020

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Executive Administration:** Calendar management, correspondence, appointment scheduling
- **Meeting Management:** Agendas, briefing packets, action logs
- **Project Reporting:** Status reports, milestone tracking, deliverable logs
- **Records Systems:** Electronic filing, document control, records retention
- **Research and Analysis:** Data compilation, statistical reporting, source validation

- **Construction Administration:** Design coordination, renovation support, contractor documents
- **Stakeholder Coordination:** Project managers, consultants, construction firms
- **Public Sector Operations:** Public inquiries, multilayered processes, management reporting
- **Security Compliance:** Criminal history checks, FBI fingerprints, Security Threat Assessment

PROFESSIONAL AFFILIATIONS

- Public sector infrastructure administration community, supporting practical coordination across project and operations teams.
- Administrative professionals network, sharing effective approaches for records, meeting preparation, and executive support.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST