



- Complex calendaring across all time zones.
- Travel booking.
- Expense reporting.
- Research.
- Proactive time management / multitasking / prioritization.
- High levels of organization, attention to detail, quality assurance.
- Commitment to confidentiality.
- Stakeholder relationship management.
- Writing, editing, proofreading, transcription.
- Document aesthetics / formatting.
- PowerPoints, audiovisual presentations.
- Photo/video/audio editing.
- Graphic design, logos, infographics, data visualization.
- Expert level spelling, grammar, mechanics, clarity.
- Team newsletters.



- End-to-end event planning & execution.
- Improving systems efficiency.
- Project management.
- Meeting agendas.
- Tracking team timelines & deliverables.
- Creating & leading engaging team building activities to improve team culture.
- Maturity, wisdom, emotional intelligence, sense of humor, life experience.
- Skills & competencies from long career in education & philanthropy.
- Insights gained from extensive national & global travel.
- Musician, writer, photographer, distance runner.
- Former high school teacher; lifelong learner.

