

Skills

- Strong verbal and written communication; professional phone manner
- Highly organized and detail-oriented with excellent multitasking ability
- Personable, approachable, works well independently and in team settings
- Dependable, punctual, and consistently positive
- Proficient in Microsoft Word, Excel, Apple Pages, and Google Calendar

Professional Experience

Personal Assistant

Multiple Clients (Arborist, Lawyers, Interior Designer) | June 2024 – Present

- Manage schedules, organize files, and maintain confidential client records
- Coordinate errands, appointments, vendor communications
- Assist with budgeting, payroll, expense tracking
- Conduct research and phone communications to support client operations

Office & Production Assistant

WORDTheatre | Nov 2021 – Jul 2022

- Coordinated communications and scheduled live/virtual events
- Managed emails, phone calls, and office correspondence
- Researched and drafted weekly podcast scripts

Baker/Chef

Masa Catalina | Nov 2022 – Aug 2024

- Maintained clean workspace, prepared and packaged products
- Managed production schedule and quality control for farmer's market

Office Assistant Intern

Scout Productions | Jun 2019 – Sep 2019

- Supported scheduling and phone coordination for executives
- Assisted hiring process and organized candidate materials
- Helped oversee production “chemistry tests”

Education

Oberlin College – Oberlin, OH

B.A. History, Minor Creative Writing, 2021

GPA: 3.77 | Recipient, George and Carrie Life Prize for History (2021)

Volunteer Experience

- Managed meal distribution with World Central Kitchen during COVID-19
- Sorted and packaged food donations at LA Regional Food Bank
- Participated in community clean-up with Friends of the LA River