

Executive Assistant with 8 years of experience supporting HR leadership teams and people operations departments in enterprise and nonprofit environments

Focused on supporting talent initiatives, scheduling performance reviews, and streamlining people-focused documentation and communication.

Professional Experience

Executive Assistant – HR

Bridgeway Health Group, Tampa, FL

March 2018 - Present

- Schedules leadership meetings for VP of HR, including quarterly performance cycles, DEI updates, and policy reviews
- Tracks confidential employee documentation, leave approvals, and onboarding completion across a 400-person workforce
- Organizes logistics for employee engagement events, trainings, and culture initiatives

HR Administrative Assistant

Urban Impact Partners, Tampa, FL

April 2015 - February 2018

- Managed candidate interview coordination and hiring manager scheduling for 25+ open positions
- Created onboarding folders and training trackers for the HR team to monitor new hire completion
- Drafted employee memos and internal communication templates still used across departments

Education

Bachelor of Arts (B.A.) in Human Resources Management | May 2014
University of South Florida, Tampa, FL

Key Skills

Calendar coordination



Confidential file handling



DEI meeting support



Employee engagement



HR reporting



Interview logistics



Onboarding tracking



Certifications

- HR Administrative Support Certificate | SHRM | May 2021