

Chelsea Sherman

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Professional Summary

I am a detail oriented Executive Assistant with over 10 years of expertise in administration. Proficient in interpersonal communication, e-mail and calendar management, and organization. I am eager to contribute to dynamic organizations and businesses who provide innovative products and services.

Skills

Executive Administrative Assistance | Attention to Detail | Event Management | Graphic Design | Office Administration | Adobe Creative Suite | Budgeting | Calendaring | Written & verbal communication

Employment History

Jan 2024 - Present

Event Manager, Pennsylvania Avenue Black Arts and Entertainment District

- Hire and manage interns and volunteers, ensuring smooth team operations and successful events.
- Developed event timelines and strategies, making events more organized and enjoyable for attendees.
- Negotiated contracts with vendors and entertainment, securing non-profit discounts and cutting costs.
- Managed logistics for monthly networking events for artists and entrepreneurs

Jan 2023 - Dec 2023

Program Coordinator, Pennsylvania Avenue Black Arts and Entertainment District

- Coordinated sponsorship program, including review, selection, and recruitment of recipients, managing over \$100K in sponsorship funds, ensuring effective allocation and impact.
- Developed evaluation tools to track and measure the impact of key events and programs, enhancing program effectiveness and accountability.
- Produced monthly progress reports and presentations, providing insights and updates to stakeholders

Feb 2021 2021 - Dec 2021

Administrative Assistant, Pennsylvania Avenue Black Arts and Entertainment District

- Managed payroll for staff and payments to contractors via Gusto and Quickbooks, ensuring accuracy and compliance.
- Drafted and proofread contracts, MOUs, letters, presentations, and press releases, maintaining high standards of accuracy and professionalism.
- Answered phone, email, social media, and website inquiries, providing prompt and professional responses.

Nov 2016 - Mar 2020

Office Administrator, On the Fly Pest Solutions

- Efficiently managed daily calendar and scheduling for up to 7 technicians, ensuring smooth and timely operations.
- Managed customer accounts and accurately prepared customer invoices and statements
- Designed digital and printed marketing materials, enhancing brand visibility and customer engagement.

Sept 2014 - Nov 2016

Operations Assistant, The Real News Network

- Maintained employee records for over 30 employees, ensuring data accuracy and compliance with company policies.
- Drafted and proofread MOUs, contracts, and letters, maintaining high standards of accuracy and professionalism.
- Assisted with managing office inventory, ensuring efficient operations and resource availability.

Education

St. Paul's School for Girls, H.S. Diploma
Brooklandville, Maryland