

Qualifications Summary

Highly creative and versatile professional with a strong foundation in executive assistance. Currently pursuing an ongoing Associates of Arts degree in Graphic Design while delivering exceptional design services. Expertise in strategic brand development, cutting-edge mobile/web designs, and compelling editorials. Possess a keen eye for detail and a passion for delivering impactful visual solutions. Skilled in leveraging an entrepreneurial mindset with a global focus to drive tangible outcomes. Equipped with professional certifications in Graphic Design and UX Design; poised to excel in challenging Graphic Designer position.

Education

Associates of Arts Graphic Design

Bryan University, 2024

Certifications & Training

- Professional Certificate in Graphic Design
- UX Design Professional Certificate
- Entrepreneurship Essentials Micro-Credential

Additional Experience

Assistant Manager, United Colors of Benetton Boston, MA

Responsible for supporting the Store Manager in the day-to-day operations of the store. Key responsibilities include:

- Supervise staff
- Manage inventory
- Maintain customer relations
- Create visual displays
- Generate reports
- Manage staff schedule
- Process payroll
- Staff training
- Order processing
- Filing

Areas of Expertise

- Graphic Design
- Executive Assistance
- Strategic Brand Development
- Mobile & Web Design
- Visual Solutions
- Staff Training & Development
- Client Relations
- Microsoft Office Suite
- Adobe Creative Suite
- Sketch
- Cutting-edge Designs
- Visual Storytelling
- UI/UX Design
- Color Theory
- Design Principles
- Expense Reconciliation
- Event Planning
- Vendor Relations and Negotiation

Professional Experience

Phedra Bigot Graphic Design, New Bedford, MA

2023 – Present

Managing Director

Leverage entrepreneurial mindset with a global focus, dedicated to delivering exceptional service. Drive tangible and influential outcomes through strategic brand development, cutting-edge mobile/web designs, and compelling editorials.

- Achieved a 75% increase in website efficiency for clients by implementing a comprehensive redevelopment strategy.

MFS Investment Management, Boston, MA

2018 – Present

Lead Assistant

Streamline executive schedules by efficiently managing calendars, scheduling meetings, engagements, conferences, and business trips. Oversee administrative supplies by overseeing procurement, cataloging materials, and tracking expenditures, optimizing inventory management. Perform meticulous data entry tasks, including work order processing, purchasing, shipping, receiving, and other administrative responsibilities. Support various additional administrative, payroll, and reception functions, demonstrating versatility.

- Served as a liaison and primary point of communication between executives and staff members, ensuring effective information flow and coordination.
- Achieved remarkable 60% increase in efficiency by partnering with global administrative team to enhance the data system.
- Mentored and upskilled 2 new associates in company practices, basic operations, and procedures, facilitating their seamless integration into the team.

NEPC, LLC, Boston, MA

2006 – 2017

Administrative Assistant

Effectively managed travel arrangements for a team of 18 consultants, handling complex and frequently changing itineraries with meticulous attention to detail. Coordinated travel logistics, including flights, accommodations, ground transportation, and other travel-related arrangements, ensuring smooth and hassle-free experiences for consultants. Handled processing of travel expenses and reimbursements, meticulously reviewing and validating expense reports to maintain accurate financial records.

- Created and maintained comprehensive expense reports, budgets, and filing systems, ensuring timely reporting for financial analysis and decision-making.