



WENCHESKA

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Project Management & Project Coordination
- Executive & Administrative Support
- Calendar, Email & Travel Management
- Meeting Coordination & Minutes
- Client Success & Stakeholder Management
- Cross-Functional Team Coordination
- Vendor Management
- Project Scope, Scheduling & Resource Allocation
- Risk Management & Issue Resolution
- Event Planning & Coordination
- Employee Scheduling & Training Support
- Onboarding & Offboarding Coordination
- SOP & Workflow Development
- Research & Executive Reporting
- Database & File Management
- Legal Documents & Contract Preparation
- Social Media Management & Monitoring
- Email Campaign Management
- Graphic Design & Creative Direction
- Presentation & Marketing Material Design

TOOLS

- | | |
|--------------------|----------------------|
| • Microsoft Teams | • Mailchimp |
| • Slack | • Adobe |
| • Zoom | • Photoshop |
| • Trello | • Adobe Illustrator |
| • Asana | • Adobe |
| • Monday.com | • Lightroom |
| • Notion | • Adobe Premiere Pro |
| • Basecamp | • Canva |
| • ClickUp | • ChatGPT |
| • Google Workspace | • Midjourney |
| • Calendly | • Perplexity |
| • Microsoft Office | |
| • Dropbox | |
| • Evernote | |
| • DocuSign | |
| • Beehiiv | |
| • GoHighLevel | |
| • Todoist | |
| • Microsoft To Do | |
| • BambooHR | |
| • Xero | |
| • Expensify | |
| • Zoho | |

Results-driven Virtual Assistant with 10+ years of experience in executive assistance, project management, client success, administrative operations, and creative support across fast-paced business environments. Proven track record of managing complex executive schedules, coordinating domestic and international travel, leading cross-functional projects, supporting eight nonprofit organizations, managing vendors and events, preparing executive communications, and ensuring projects are delivered on time, within scope, and within budget.

WORK EXPERIENCE

CHIEF OF STAFF / CLIENT SUCCESS MANAGER

OVO Fund | September 2024 – Present (1 Year, 11 Months)

- Provides high-level executive and client support within a venture capital environment, managing complex calendars, founder and investor meetings, domestic and international travel, events, executive communications, expenses, background research, investment briefs, CRM pipeline activity, and SOP creation while supporting decks, newsletters, and social media content.

PROJECT MANAGER / CREATIVE SPECIALIST / CLIENT SUCCESS MANAGER

GiveNur Pro | December 2020 – October 2024 (3 Years, 11 Months)

- Managed fundraising and marketing projects for eight nonprofit organizations, coordinated directly with founders, defined project scopes and schedules, managed cross-functional creative teams, translated client requirements into actionable tasks, reviewed deliverables for quality and brand consistency, managed project risks and bottlenecks, and created graphics, branding assets, and campaign concepts across digital and print media.

ADMIN ASSISTANT / PROJECT MANAGER

Austock | November 2018 – December 2020 (2 Years, 2 Months)

- Coordinated internal resources, vendors, and project deliverables to ensure projects were completed on time, within scope, and within budget, supervised clerical staff, prepared executive communications and reports, conducted research for the CEO, managed client screening and vendor relationships, coordinated photographers, and enhanced and retouched images for database use.

EXECUTIVE ASSISTANT / PROJECT MANAGER

House of Dream Maker | May 2015 – September 2018 (3 Years, 5 Months)

- Managed executive travel, expense reports, calendars, meetings, and logistics, recorded meeting minutes and tracked action items, coordinated employee onboarding and offboarding, maintained organizational records and distribution lists, managed team-wide projects and events, prioritized executive requests, and prepared and formatted presentations and business documents.

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