



WENCHESKA

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

CHIEF OF STAFF CLIENT SUCCESS MANAGER

OVO Fund | September 2024 - Present (Ongoing)

- Oversees executive scheduling, investor communications, travel logistics, and event coordination for a venture capital firm; prepares investment briefs, manages CRM data, and creates SOPs in Notion to streamline operations.

PROJECT MANAGER/CREATIVE SPECIALIST/CLIENT SUCCESS MANAGER

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

- Managed marketing and fundraising projects for 8 nonprofit organizations; coordinated cross-functional teams, developed creative campaigns, and maintained brand consistency across digital and print platforms.

ADMINISTRATIVE ASSISTANT/PROJECT MANAGER

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

- Led internal and external project coordination, managed vendor relationships, performed risk management, and provided full administrative and communication support to the CEO.

EXECUTIVE ASSISTANT/PROJECT MANAGER

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

- Provided high-level executive and project support including scheduling, expense reporting, onboarding, travel coordination, and team event planning; managed document preparation and presentation formatting.

SKILLS/AREAS OF EXPERTISE

- Calendar, Email & Travel Management
- Document Preparation & File Management
- Meeting Coordination & Event Planning
- Customer Support (Phone, Email & Client Liaison)
- Research & Reporting
- Social Media Management & Monitoring
- Project Management & Task Delegation
- Employee Training Support
- Vendor & Stakeholder Management
- Team Liaison & Cross-Department Coordination
- Employee Scheduling & Database Management
- Legal Document & Contract Preparation
- Graphic Design & Marketing Collateral Creation

TECHNOLOGY

- Notion
- Go High Level
- Asana
- Salesforce
- Trello
- Monday.com
- ClickUp
- Google Workspace
- Microsoft Office 365
- Canva
- Adobe Photoshop
- Adobe Illustrator
- Adobe Lightroom
- Adobe Premiere Pro
- Slack
- Zoom
- Basecamp
- Mailchimp

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