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WORK EXPERIENCE

PROJECT MANAGER/EXECUTIVE ASSISTANT

MarketerHire | October 2023 - July 2025 (1 Year, 10 Months)

- Led project execution by coordinating cross-functional teams, managing timelines and deliverables, facilitating client and internal meetings, tracking progress in tools like Asana, ClickUp, and Monday.com, and ensuring clear communication and on-time completion of projects

SENIOR EXECUTIVE ASSISTANT (PROJECT & OPERATIONS SUPPORT)

Virtual Ford Solutions LLC | January 2022 - September 2023 (1 Year, 9 Months)

- Supported senior leaders by managing projects, workflows, and schedules; monitored task progress, assisted with reporting and documentation, and ensured operational alignment across teams to keep projects on track and within scope

SENIOR EXECUTIVE ASSISTANT

Coco Clean Inc. | July 2018 - March 2020 (1 Year, 9 Months)

- Coordinated day-to-day operations and project-related activities, maintained timelines, organized documentation, supported budgeting tasks, and ensured deadlines were consistently met through proactive task and stakeholder management

COMMUNITY OPERATIONS SPECIALIST

Uber Systems Inc. | 2017 (1 Year)

- Managed operational workflows, handled incident and escalation reports, collaborated with regional managers, and ensured timely resolution of issues while maintaining service quality and process compliance

EXECUTIVE VIRTUAL ASSISTANT

VSN | April 2016 - January 2018 (1 Year, 10 Months)

- Streamlined executive support by managing calendars, coordinating travel, and preparing key documents and presentations. Oversaw workflows, supported budgeting tasks, and ensured deadlines were met to keep operations running efficiently.

EXECUTIVE ASSISTANT

TalentPop | May 2020 - December 2022 (2 Years, 8 Months)

- Provided project and executive support by managing calendars, coordinating deliverables, preparing reports and presentations, and overseeing workflows to support business operations and leadership priorities

SKILLS/AREAS OF EXPERTISE

- Program & Project Management
- Team Leadership & Volunteer Management
- Event Planning & Facilitation
- Monitoring & Evaluation (M&E)
- Reporting & Documentation
- Administrative & Coordination Tasks
- Stakeholder & Community Engagement
- Content Creation & Copywriting
- Social Media Management & Posting
- Performance Tracking & Analytics
- Cross-Functional Collaboration

TECHNOLOGY

- Microsoft Office 365
- Google Workspace
- RingCentral
- Asana
- Monday.com
- ClickUp
- HubSpot
- Zendesk
- Salesforce
- Slack

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