

Valencia M. Crawford

Phone: (301) 922-8583 ▪ E-mail: vmcrawford09@gmail.com

QUALIFICATIONS / SKILLS

- Experience working with C-Level executives; government officials and political dignitaries
- Confidential records management
- Advanced call screening and appointment scheduling
- Board and committee liaison
- Proposal coordination and development
- Project management and coordination
- Facilities management and vendor relations
- Recruitment and on-boarding
- Global travel preparation, expense management and emergency training
- Contract negotiation and procurement
- Budget monitoring and resource allocation
- Conference, meeting and special event planning

AGENCY PROJECT EXPERIENCE

- U.S. Department of the Navy
- U.S. Department of State
- U.S. Department of Commerce
- U.S. Department of Agriculture
- Office of Head Start

TRAINING AND SOFTWARE

- Writing Persuasive Federal Proposals (2015)
- Hiring Practices (2015)
- Top Ten HR Issues (2015)
- Contracts and Procurement (2011)
- SharePoint Site Development for the End-User (2011)
- Microsoft Office (MAC and PC)
MS-Word, PowerPoint, Excel, Access, Publisher, Visio
- SharePoint 2007
- Adobe Professional
- WebEx (Administrator)

EDUCATION

Coursework, Data Processing Management, Strayer University (1984–1987)

PROFESSIONAL PROFILE

A senior-level administrative professional with highly developed talents ranging from generating operational procedures and managing international focused projects to juggling frequently shifting priorities to ensure deadlines are achieved. The use of sound administrative methodologies and innovative technologies paves the way to exhibit cultural sensitivity and confidential decorum, pinpoint alternative solutions to reduce redundancies and improve an organization's ability to enact cost savings and productivity.

WORK HISTORY

Hester Group, Washington, DC (HQ – Jacksonville, FL)

Industry: Government Contracting/Consulting (1/2014 to Present)

Executive Assistant

Serve as the primary point of contact and anchor for a host of administrative and project coordination functions within the Hester Group and its DC Office. In this position, it requires a vast knowledge of senior level admin and operational protocols to manage a wide range of task, which vary from routine to complex.

ACCOMPLISHMENTS

- Work closely with the President to ensure the daily appointments and pertinent matters are addressed.
- Manage the DC Office and work with building management on office related matters. Established vendor relationships to retain the essential services for IT, telecommunication, office equipment, etc.
- Participate actively in proposal management process including researching federal procurement opportunities through FedBizOpps, tracking bid/no bid stats, coordinating work with subcontractors, outline submission requirements for storyboarding meetings, developing compliance and evaluation criteria matrices to assist with proposal review e.g., pink, blue, and red team meetings.
- Led various internal brainstorming sessions on corporate rebranding efforts and special community events such as the 50th Anniversary of the Voting Rights Act of 1965.
- Assist with recruitment efforts – generated position descriptions, identified appropriate online and/or print options for maximum advertisement exposure, conducted new hire orientation, drafted on-boarding protocols, and managed bi-annual corporate training activities and logistics.
- Assigned as conference coordinator for the 2014 Minority Enterprise Development (MED) Week Conference project. Oversaw all aspects of speaker management. Provided general oversight of other event areas such as the Exhibit Hall – vendor monitoring and coordination; and Business Matchmaking – drafting online registration forms, tracking registration progression, and designing floor plans for the onsite interview meeting room. Generated speaker travel guidelines, supporting forms and travel agency booking protocols.
- Served as project coordinator of a USDA funded project to develop a marketing plan for Choose MyPlate.gov. Duties included, but not limited to, document workflow management, drafting monthly reports, and co-facilitation of weekly team strategy and planning meetings.

Randstad USA, Washington, DCIndustry: Staffing Agency

(12/2012 to 5/2013)

Executive Assistant (Temporary Assignment)

Provided executive administrative support to the Associate Deans of Operations and Finance; Research and Academic Affairs; and Clinical Education and Public Interest & Community Service Programs. In this fast-paced work environment, the key components associated with this assignment are, but not limited to, heavy calendar and logistical management, new hire and emergency procedural coordination, expense reconciliation, and the ability to utilize diplomacy while collaborating across multiple departments and campuses.

Danya International, Inc., Silver Spring, MDIndustry: Government Contracting/Consulting

(3/2001 to 6/2012)

Executive Assistant/Logistics Manager/Project Coordinator

During this tenure, employed an array of skills and exercised increasing levels of responsibility and self-direction to exceed the expectations of this position to support the COO and other operational unit managers. In an international client-focused environment, achieved sizeable success in the areas of global travel compliance; procurement of goods and services; project and proposal coordination; research and cost-benefit analysis; contact management; tracking of fluctuating critical assignments and confidential corporate issues.

ACCOMPLISHMENTS

- Held an instrumental role as Logistics Manager on an international focused project. Administration of this project involved managing the production of (5) publications, meeting coordination, and an extensive amount of contractual and intricate logistical negotiation associated with international project management and in-country meeting coordination. As a result of this accomplishment, appointed to the position of corporate representative for documenting, implementing and training of domestic and international travel protocols. Streamlined travel compliances delivered a 30% savings in travel cost.
- Assigned to serve as Project Coordinator on an U.S. Department of Navy contract to coordinate numerous tasks e.g., facilitated annual training conference and continuing education credentialing efforts; managed the preceptor and military facility databases; tracked consultant contractual hours; generated consultant agreements; processed invoices and reconciled travel expenditures. Implemented monthly protocols to consistently track consultant hours; raised invoice accuracy by 50%.
- Monitored project performance status through quarterly meetings and tracking of spend plans, meeting minutes and action items. Through this process, projects concluded on schedule and within budget which elevated performance ratings.
- Spearheaded a wide range of corporate meeting management and event planning tasks from identifying potential event venues, reviewing contracts, and vendor selection to developing event proposals. Through strategic preparation, data and marketing analysis increased corporate event participation by 40%.
- Oversaw contractual negotiations, administration, and training for a web-based telecommunication service. Supervised the merging of multi-vendor telecom services to a one-stop cloud integrated platform. Merging of these services boost staff usage throughout the organization, reduced travel cost, and improved productivity.

American Public Health Association, Washington, DCIndustry: Community-Based Professional Association

(1990 to 2001)

Executive Assistant to the Associate Executive Director

Carried out various administrative tasks to support the executive office and other business units e.g., Program and Affiliates, Government Relations and Development. Thrived in completing a gamut of time-sensitive assignments while assisting key stakeholders in forging strategic partnerships for the advancement and promotion of healthy communities.

ACCOMPLISHMENTS

- Facilitated corporate meetings and event management tasks associated with hosting a 10,000-14,000 attendee conference and exhibition, e.g., executive board/committee/affiliate meetings, governing council, media relations and career placement services.
- Served as liaison to APHA's prestigious association-wide *Awards Program*. Managed the selection process of (4) award committees, budget planning, advertisement, and logistical coordination for highly distinguished honorees.
- Administered the Association's entire continuing education (CE) program and supervised annual CE Institute Trainings. Reviewed and approved sponsor request applications. For several years, rose to the challenged and secured the renewal of CE provider credentials for Category-1 Continuing Medical Education (CME) and Nursing Contact Hours.