

Alyssa R Beiseigel

561-494-5261 · soflovrpro@gmail.com · soflovrpro.com

Summary

Executive Coordinator & OBM with diverse experience offering top-tier support. I offer exceptional expertise in talent acquisition and retention, C-level assistance, customer and client services, event coordination, data and content management. I excel in managing complex tasks, prioritizing professionalism, attention to detail, and adaptability. My tech proficiency enhances operational efficiency, and I am committed to delivering unparalleled service inspired by the Ritz Carlton's culture. I bring unwavering passion and seamless integration to elevate any professional environment.

Skills

- Attention to Detail
- Problem-Solving
- Communication
- Organization
- Leadership
- Adaptability
- Team Collaboration
- Coordination
- Recruiting/On-Boarding
- Program Planning
- Training
- SOP Development
- Task & Project Management
- Research
- Citation
- Transcription
- Client Communication
- Customer Service
- Administrative Duties
- Office Management
- MS Office & G Suite
- CRM & Data Entry
- Website Management
- Social Media
- Graphic Design
- Scheduling
- Event Assistance
- Invoicing
- Expense Management
- Payroll
- Purchasing
- Vendor Management

Experience

Recruiter, Operations Manager, Executive Coordinator, & OBM Independant Contractor - Soflovrpro

2020 - Present

Implemented recruiting strategies and led talent acquisition efforts resulting in 100% fully staffed organizations. Oversaw on-boarding processes, and developed standard operating procedures (SOPs). Conducted extensive research, incorporated precise citations, transcribed and polished materials for impeccable quality. Streamlined operations through effective management of various systems. Enhanced communication channels for clients and candidates, optimized scheduling procedures, and synchronized task coordination. Managed invoicing expenses and payroll operations. Maintained and designed websites, social media posts, and blogs. Event Coordination.

Executive Coordinator Fitnessmith

2018 - 2020

Managed administrative duties and office operations. Provided administrative support to the CEO, CFO, and Owner. Maintained vendor and product catalogs for seamless inventory management. Closely collaborated with sales team to gather necessary information and provide comprehensive support in order processing and proposal preparation. Streamlined employee onboarding process, developed SOPs, and conducted thorough background checks. Successfully ensured vendors complied with regulations and fulfilled necessary notary services.

Event/Administrative Assistant The Anti-Defamation League

2014 - 2018

Provided comprehensive administrative support including filing, database upkeep, data entry, purchase orders, vendor and customer liaison, invoicing, event reporting, budget assistance, and donation processing. Coordinated logistics and set up audio-visual equipment for fundraisers, while organizing group travel and collaborating on promotional materials with developers at local and national levels. Utilized skills in web and graphic design to produce creative marketing materials.

Executive Assistant, Loss Prevention - Risk Management The Ritz Carton

2008 - 2013

Developed training programs, manuals, and SOPs. Performed comprehensive investigations on accidents, medical incidents, and property claims while generating meticulous reports. Delivered specialized security services to high-profile clients. Conducted evaluations to determine the efficiency of first aid and safety programs. Facilitated the coordination and maintenance of emergency management plans to ensure maximum readiness. Implemented efficient systems to streamline office operations

Education

Bachelor of Public Safety Administration
St. Petersburg College, FL

Real Estate Sales Associate License
State Of Florida Department Of Business And
Professional Regulation

Notary Public
State of Florida