

An accomplished, detail-oriented and tranquil Event/Project Coordinator and Executive Assistant who is skilled in coordinating and delegating multiple projects simultaneously, swift problem mitigation and efficient, punctual target attainment.

SUMMARY OF SKILLS

- Event and Wedding Planning
- Budget Management & Negotiation
- Client & Vendor Relationship
- Project Coordination
- Timeline Creation & Management
- Third-Party Contract Management
- Operations Management
- Human Resource Management
- C-Suite Office Maintenance
- Customer Service

EDUCATION

**2022 Comprehensive Project Management (PMP® Certification Prep. Course)
Certification - Pending**

Florida International University, Executive Education

2018 Wedding Planning Certification

Wedding Planners Institute of Canada (WPIC) International

2014 Bachelor of Science (B.Sc.) in Hospitality & Tourism Management

The University of Technology, Jamaica

Major: Tourism Management

Minor: Meetings & Special Events

PROFESSIONAL EXPERIENCE

**THE GEMS GROUP MIAMI. – USA: In person
Executive Assistant to the CEO (April 5-19 2024)**

[No longer at this job due to location challenges]

- Supported CEO and Senior Leadership Team with day-day activities, high level administrative tasks, conferences, committees and business-related tasks.
- Managed CEO's Calendar.
- Served as a key "go-to" to CEO, responsible for managing high priority projects and ensuring their successful completion.
- Compiled data for reports, presentations and surveys.
- Acted as a liaison between the Senior Leadership Team, CEO, and external partners and vendors.
- Other duties as assigned.

**CONVERGE CONSULTING LLC. – USA: Remote
Executive Assistant to the CEO (Dec 2022 – Jun 2023)**

- Meeting Scheduling – Internal & External
 - Potential and existing Clients
 - Social Outreach
 - Monthly Meeting with Department Leaders
 - Bi-Weekly Staff Meeting, Finance Meeting and Business Development Meeting

NERISSA SHIRLEY
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- Quarterly Meeting with Leadership Team: All day evaluation of past quarter's company metrics and Goal Setting Activity for the upcoming quarter
- Meeting Logistics Management
 - Drafting & Distributing Agendas
 - Developing, Compiling and Distributing Presentation Material
- Tracking and Meeting Quarterly Goals for the Office of the CEO and overseeing Quarterly Goals of each department
- Calendar Management
- Email Management, Filtering & Prioritizing
- Composing, Preparing and Relaying correspondence to Staff on behalf of the CEO
- Travel Management
- Managing Office of the CEO
 - Document and overall organization
- Other Assigned Special Projects
 - Company Growth Strategy Plan
 - Personal Tasks: Gifting, Relocation Logistics, Vehicle Maintenance, Children's School Calendar and Correspondence, Tracking Finances, Resume/Portfolio Management, Supervision of the redesign and overhaul of Social Media Assets

SAINT T EVENT DESIGN & CONSULTANCY LTD - JAMAICA

Company Director & Event Coordination Executive (Nov 2014 – Sep 2020)

- **Wedding and Event Planning and Execution**
 - Event Planning and Execution Lead for over 100 Events; focusing on staying within budget while meeting Client Deliverables
 - Managed Events with patronage approximation between 10 and 2000 and Budgets ranging from \$1,500 - \$85,000
 - Managed Client and Third-Party Vendor Payments according to Contracted Schedules
- **Event Design & Décor Execution**
 - Theme Ideation and Execution
 - Product Sourcing
- **Human Resource and Operations Management**
 - Hiring Permanent and Contracted Staff
 - Salaries
 - Staff Training
 - Day-To-Day Office Management and Maintenance
- **Business Executive Administrator**
 - Initial Client Interaction
 - Booking and Management of Consultations/Meetings with numerous local and international clients
 - Lead Meetings whilst adhering to strict agendas
 - Staff Travel, Accommodation & Per Diem

MYSTIQUE INTEGRATED SERVICES LTD. - JAMAICA

Student Intern - Special Projects Coordinator (Mar 2014 – Jul 2014)

- Social Media Conceptualization and Management
- Project Conceptualization and Coordination
- Personal Assistant to C.E.O.

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MAIN EVENT ENTERTAINMENT GROUP LTD. - JAMAICA
Student Intern – Event Planner (May 2011 – Aug 2011)

- Event Coordination & Execution
- Personal Assistant to Lead Planner assigned to Event

PLATFORM SKILLS & COMPETENCIES

Google Drive Suite
Microsoft Office 365
Microsoft Teams and Outlook
Canva
Asana

Slack
Monday.com