TAMESHA KINLOCH-CARTER

1113 Waltons Trail, Hephziah Georgia 30815 ⦁ 706-312-9657 ⦁ virtualindependent@gmail.com

**CAREER SUMMARY**

A highly potential administrative professional, with over 13 years of successful administrative and leadership experience, with proven abilities and skills seeking a challenging and rewarding position to complement the organization.

Strengths and competencies include:

•Staff Management•Event Planning•Staff Training & Development•Administrative Support

•Multiple Project Management•Web Design

**EDUCATION**

Penn Foster ⦁ May 2013

* Event Planning Certification

Walden University ⦁ 2011-2013

* Studied Business Administration

Cainhoy High ⦁ June 1993

* High School Diploma

**EXPERIENCE**

CVA Administrative Services - Professional Administrative Assistant ⦁ 2012 – Present

* Providing administrative support to small businesses (Child Care Owners, Independent Contractors, Speakers, Retail Vendors, Non-Profit Organization)
* Design and maintain websites
* Calendar Management
* Secure travel accommodations for client
* Manage client email accounts
* Create Professional Documents and Spreadsheets
* Maintain and Update Budget
* Fortified financial operations by preparing balance sheet for accounting department, reconciling client’s accounts, preparing yearly client tax forms and performed general accounting functions.
* Social Media Set Up, Monitoring and Scheduling
* Provide Creative and Technical Services
* Online Research
* Customer Service Support

**From Me To You Weddings & Events – Certified Event Planner ⦁ 2013 – Present**

* Coordinate details of events such as conferences, weddings, birthdays, anniversaries, charity events, surprise parties, cooperate events, sales meetings, business meetings and employee appreciation events.
* Calculate budgets and ensure they are adhered to.
* Book talent, including musicians, bands, and disc jockeys.
* Select chefs or catering companies to prepare food for event.
* Visit venue to plan layout of seating and decorations.
* Schedule speakers, vendors, and participants.
* Coordinate and monitor event timelines and ensure deadlines are met.
* Initiates, coordinates and/or participates in all efforts to publicize event.
* Edit and design promotional materials.
* Prepare presentations.
* Develop and oversee fundraising events.
* Negotiate and secure event space.
* Secure sponsorships.
* Work with printer and designer to develop event invitations.
* Create invitee list.
* Send out invitations and manage RSVP list.
* Hire staff to manage the event, including bouncers and security personnel.
* Manage correspondence.
* Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
* Keep inventory of backdrops, projectors, computers, and other display materials.

**L&L7 Enterprises, LLC, Administrative Assistant 2011 - 2012**

* Ensured adherences with company regulations, by developing and maintaining policies and procedures.
* Streamlined daily operations by preparing memos/correspondence, transcribing meeting minutes, forming letters, managing files/records/documents and providing inventory management.
* Managed financial operations by performing accounting functions and processing time cards and invoices.
* Optimized Staff development and performances by training and supervising new employees.

**Kingdom Kids Christian Academy & Development Center Administrative Assistant/Assistant Director 2004 – 2011**

* Administrative Assistant/Assistant Director
* Supported Education Coordinator by preparing documents and creating templates.
* Streamlined daily operations by preparing memos/correspondence, managing student’s files and employees records and other documents.
* Boosted staff development by building and motivating teachers.
* Coordinated the planning and execution of all school events and activities.
* Fortified financial operations by preparing balance sheet for accounting department, reconciling client’s accounts, preparing yearly client tax forms and performed general accounting functions.
* Ensured adherences of company policies to include record keeping and classroom inspections.
* Maintained the daily operations of facility during the Executive Directors absence.
* Performed general office duties.
* Completed all required trainings & conferences with (GAYC Georgia Association on Young Children, (NAEYC National Association for the Education of Young Children), (SECA Southern Early Childhood Association) First Aid & CPR as well as local trainings.

**SKILLS**

* Possess crucial communication skills necessary to succeed within any corporation.
* Exceptional Customer Service Skills
* Proficient in managing multiple tasks simultaneously with the utmost professionalism.
* Illustrate extremely effective relationship building and interpersonal skills.
* Ability to work with focus and commitment to achieve success.
* MS Office: WordPerfect, PowerPoint, Excel, Adobe, Print Shop, Google Docs, Drop box, Neat Desk, all standard office equipment.

**INTEREST/COMMUNITY**

* Reading, Cultural Activities, and Travel
* Beulah Grove Baptist Church Children’s Choir Advisor
* Beulah Grove Baptist Church Mass Choir Member
* Beulah Grove Baptist Church Event Planner
* Willis Foreman Elementary PTO Member
* Event Planner Association Member
* National Association of Professional Women