

Severo Baltasar

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Mission

To bring value through service by leveraging my organizational and administrative expertise to streamline operations and support executive teams in achieving business goals.

SUMMARY

With over 11 years of experience as an executive assistant, I specialize in administrative support, project management, and process optimization. My background spans multiple industries, including nonprofit, automotive, education, and logistics. I am adept at managing executive schedules, coordinating high-level meetings and events, overseeing complex logistics, and implementing processes that enhance organizational efficiency. I thrive in fast-paced environments, where my attention to detail and ability to adapt to ever-changing priorities consistently add value to executive teams and organizations.

CAREER HIGHLIGHTS

- **Process Optimization:** Developed and streamlined administrative processes, improving the efficiency of operations and saving costs across multiple organizations.
- **Executive Support:** Coordinated executive schedules, meetings, travel, and events across multiple locations, ensuring smooth operations and timely decision-making.
- **Event Coordination:** Managed logistics for critical corporate events, including leadership meetings, fundraisers, and international conferences, handling everything from venue selection to vendor management.
- **Data Analysis & Reporting:** Compiled, synthesized, and analyzed data to support strategic decision-making at the executive level.
- **Cross-functional Collaboration:** Worked closely with internal teams and external stakeholders to ensure alignment on projects, timelines, and deliverables, driving seamless communication across departments.

PROFESSIONAL EXPERIENCE**Executive Assistant to CEO/CFO**

DCR Systems, Duluth, GA (June 2021 - Present)

- Coordinate complex travel arrangements, including flights, hotels, and rental bookings for executive staff across six locations.
- Manage and prioritize executive calendars, ensuring key meetings and events are scheduled effectively.
- Draft critical communications on behalf of executives, maintaining a professional tone and ensuring clarity.
- Oversee the company's online accounts, including social media, job listings, and vendor accounts, ensuring timely updates and accurate information.
- Gather and analyze data to support the executive team in making informed decisions and guiding strategic direction.
- Develop and implement efficient administrative processes to improve overall office productivity and organization.

Director of Marketing and Development

Replay Arcade, Buford, GA (September 2019 - August 2020)

- Led operational activities for marketing and business development, including vendor and contractor management.
- Streamlined ordering and inventory processes to improve cost management and supply chain efficiency.
- Organized and executed weekly events, managing logistics, marketing, and vendor relationships to maximize attendance and engagement.
- Created and distributed marketing materials (both print and digital) to enhance brand visibility and customer engagement.

Executive Assistant to COO

Global Servants, Flowery Branch, GA / Thailand / Ghana (June 2010 - December 2018)

- Managed daily administrative tasks for the COO, including calendar management, travel logistics, and event coordination.
- Coordinated international meetings and conferences, ensuring all logistics and materials were prepared in advance.
- Edited and designed publications, including newsletters, donor communication, and fundraising materials.
- Maintained and updated content across company websites and social media platforms to ensure accurate and timely information dissemination.
- Managed office supplies and facilitated vendor relationships to maintain smooth office operations.

EDUCATION**B.A. in Psychology** (Magna Cum Laude)

Youth Ministry Minor

Oral Roberts University, Tulsa, OK – Spring 2009

- GPA: 3.6/4.0

Certificate in Strategic Leadership & Business Management

National Institute of Christian Leadership, 2015

- Valid for MBA credits

ADDITIONAL EXPERIENCE**Concierge/Security**

Allied Universal, Braselton, GA (February 2021 - June 2021)

- Provided concierge services, ensuring smooth operations for both clients and staff.
- Managed security protocols, monitoring building systems, and assisting with crisis management procedures.

Sales/Luggage Expert

MORI Luggage and Gifts, Buford, GA (March 2019 - August 2019)

- Managed customer inquiries, providing expert product knowledge and troubleshooting.

Bookseller/Marketing

Ellie Raine, LLC, Norcross, GA (September 2019 - March 2020)

- Managed inventory and customer service, providing administrative support for marketing efforts.

Shift Lead/Keyholder

Vintage Stock, Tulsa, OK (May 2009 - November 2010)

- Managed staff, operations, and customer service, ensuring efficient store operations.

Wing Chaplain

Oral Roberts University, Tulsa, OK (September 2006 - May 2008)

- Provided administrative support for religious services and programs.

VOLUNTEER WORK

- **Community Leader**, LevelUp Games – Duluth, GA (2022 - Present)
- **Workshops Director**, Momocon – Atlanta, GA (2018 - 2020)
- **Event Host**, Model Building Club – Buford, GA (2015 - 2017)
- **Host/Gaming Instructor**, Momocon/Southern Fried Gaming Expo (2014 - 2017)
- **Host/Dance Instructor**, Tulsa Underground Swing (2010 - 2013)

SKILLS & APPLICATIONS

Office Productivity: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)

Project Management: Asana, Trello, Monday.com

Communication: Email management (Mailchimp, Constant Contact), drafting professional correspondence

Scheduling & Coordination: Calendly, Google Calendar

File Management: Document organization, file sharing, cloud storage (Google Drive, Dropbox)

Vendor & Contractor Management: Building relationships with vendors and managing contracts and deliveries

Event Planning & Logistics: Organizing corporate events, conferences, and fundraisers

Shipping & Logistics: UPS, FedEx, USPS (Shipping Manager Apps)

Social Media Management: Facebook, Instagram, LinkedIn, Discord

KEY STRENGTHS

- **Administrative Expertise:** Skilled in office management, calendar coordination, and communication.
- **Project Management:** Proven ability to manage multiple tasks and deadlines simultaneously.
- **Problem-Solving:** Ability to identify challenges and create solutions to improve workflow and efficiency.
- **Organizational Skills:** Focused on enhancing processes and systems to increase productivity and reduce operational costs.

NOTABLE ACHIEVEMENTS

- Successfully implemented processes that streamlined day-to-day operations and reduced administrative overhead.
- Coordinated large-scale corporate events and fundraisers, ensuring flawless execution and stakeholder satisfaction.
- Built strong cross-departmental relationships to ensure clear communication and alignment on business objectives.