

Krishna M. Maslyk

915 QUEEN ANNE AVE N. #308
SEATTLE, WA 98109
206-290-4282
HELLO@HIREKRISHA.COM

Main Skills & Qualifications

- Expert in Microsoft Office Suite, Adobe Design Suite and QuickBooks.
- Detailed oriented scheduling, travel planning and efficient workflow management.
- Thorough and imaginative planning of corporate events.
- Extremely organized and deadline accurate.
- Dynamic marketing copy writing and impactful visual product merchandising.
- Experienced in payroll management, HR, invoice processing, time-tracking, deposits, A/R and A/P.
- Fluent in English and American Sign Language and working proficiency Spanish.

Employment History

Pacific Biomarkers | Seattle, WA | 11/2015 – 5/2017

Executive Assistant

Executive Support

- Primarily responsible for assisting the President and VP of Finance; secondary support to 3 additional VPs
- Managing the calendar and correspondence of the President
- Organizing and reconciling expenses for the President
- Arranging travel (domestic and international) for C-Suite
- Coordinating logistics for meetings or events for C-Suite
- Gatekeeping and interfacing with departments for the C-Suite
- General clerical support of C-Suite
- Preparing and presenting approvals for signature
- Special and/or confidential projects with finesse and discretion

Office Management

- Training and managing junior administrative staff
- Administering company's transit and parking benefits
- Managing access badge distribution
- Managing and coordination building services
- Establishing, improving or maintaining process and procedure

Marketing

- Extensive business development consulting
- Consulting, planning and copy-writing for web presence
- Design and copy-writing for marketing materials
- Correspondence and coordination with marketing vendors

Self Employed | Kirkland, WA | 10/2005 – Present

Freelance Executive Assistant/Consultant

Freelance executive assistant and consultant for a select clientele of CEOs and executives in various fields.

Sample of Clients and Tasks:

Sage Group Networks (1 CEO)

- Bookkeeping
- Personal assisting
- Market research and product development
- Website development
- Branding consulting
- Creating and preparing presentations

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Green Scentsations (1 CEO)

- Branding and marketing consulting
- Website development
- Independent project management
- Copywriting
- Copy editing

Windermere Real Estate (1 CEO, 1 Founder)

- Personal assisting
- Calendar management
- Design and assembly of marketing materials
- Administrative assisting

- Home staging
- Branding and Marketing Consulting
- Full-Service Web Design and Management
- Maintaining Social Networking Presence
- Marketing consulting

Nourish – Maui (1 CEO)

- Branding and Marketing Consulting

John L. Scott (1 CEO)

- Assembly of marketing materials
- Administrative assisting

Broderick Architects | Seattle, WA | 1/2015 – 9/2015

Office Manager

- Payroll, insurance and 401K administration
- Accounts payable and receivable
- Tracking and management of project budgets
- Creating accounting reports
- Filing of taxes and due diligence
- Creating presentation materials for clients
- Phone and written correspondence with vendors and clients
- Directly supporting 1 Principal Architect and 4 Staff Architects

Realchemy | Seattle, WA | 5/2012 – 12/2014

Executive Administrative Assistant

- Transaction management for top producing realtor
- Representing the CEO with clients, lenders, escrow and brokerage
- Design, curation and copy write for beautiful marketing materials
- Planning client parties and events
- Directly supporting 1 CEO
- Event planning and execution
- Design and assembly of marketing materials
- Curation and ghostwriting of newsletter

Áegis Living | Bellevue, WA and Redmond, WA | 2/2010 – 5/2012

Concierge/Administrative Assistant

- Scheduling for multiple departments
- Organization and filing system management
- Managing accuracy of important documents
- Maintaining and creating systems for resident security and confidentiality
- Creating and assembling marketing materials
- Data entry and lead management
- Floating administrative support for different buildings

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Big Dog Realty | Kirkland, WA | 4/2007 – 5/2010

Technology Manager/Administrative Assistant

- Hired in 2007 as a Personal Assistant to the CEO
 - Managing household for weeks at a time while employer was away
 - Trusted with confidential errands and tasks
 - Interfacing and coordinating with household staff
- Promoted in 2009 to Administrative Assistant
 - Correspondence clients and fellow realtors
 - Assisting in planning and execution of events
 - Assembly of marketing materials
 - Answering phones
 - General clerical tasks
- Promoted again in 2009 to Technology Manager
 - Marketing consulting (web and print)
 - Managing social media and web presence
 - Photo editing and selection
 - Webmaster for website
 - Designing marketing materials
- Converted to Freelance Client in 2010

Education

Bellevue College | Bellevue, WA | 2010 – 2012

Associates in Arts & Sciences, Sociology

- Phi Beta Kappa Honor Society | Member | 2010 – 2012