

# ELIZABETH MARIE BLAKESLEY

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## Key Skills - Software

Microsoft Office Suite  
Adobe Creative Suite  
Articulate  
Teams  
Confluence  
SAP Business Client & Concur  
Meditech  
Kronos  
Lexis-PC Law  
AIA Contract Documents

## Other Skills

90+ wpm Typing  
Transcription  
Internet & Library Research  
Technical Writing/P&Ps  
AV Operation

## Education

Crossland High School [1993];  
Temple Hills, Maryland (*National Honor Society President*)

Laurel Ridge Community  
College [2022]; Middletown,  
Virginia (*President's List, Winchester Exchange Club Scholarship Recipient*)

University of Maryland Global  
Campus [2024]; Adelphi,  
Maryland (*Summa Cum Laude; Dean's List; Tau Chapter of Alpha Sigma Lambda Honor Society; The Honor Society of Phi Kappa Phi; Scholarship Recipient; The National Society of Leadership & Success Honor Society*)

## REFERENCES – Upon Request

## PERSONAL INTERESTS

- ✦ Watercolor & Acrylic Painting
- ✦ Shenandoah Arts Council Member
- ✦ Graphic Design/Illustration

## INSTRUCTIONAL DESIGN, E-LEARNING & INFOGRAPHICS

### SUMMARY

Dedicated, organized and technically skilled professional with a versatile support skill set obtained through 30+ years of executive administrative and office management experience. Advanced computer skills in MS Office and Adobe Creative Suite. Consummate professional and effective project manager; collaborative, creative, and efficient at managing multiple deadlines.

### OBJECTIVE

Challenging position creating self-paced eLearning educational modules and infographics utilizing education in graphic design and communication (graduated in top 1% of class, Summa Cum Laude from the University of Maryland).

### EXPERIENCE

#### eLearning Instructional Designer 2024-Present [SWIFT, Manassas, VA]

Empower Swift's members with essential skills for navigating the Swift ecosystem by designing self-paced eLearning modules within the Swift eLearning platform reaching over 50,000 users worldwide. Craft engaging storyboards that are easy to follow, research and plan content working with developers and content experts; transform storyboards into dynamic PowerPoint presentations; help refine and finalize the materials through review and validation processes; partner with a content developer to bring work to life in eLearning packages.

#### Senior Management Assistant 2017—Present [SWIFT, Manassas, VA]

Provide high-level, confidential support to the Messaging Department leadership and staff of over 200 with meeting scheduling, travel preparation, technical documents, expense reports, budget preparation and tracking, and general administrative responsibilities. Facilitate special events such as leadership offsites, health fairs, family day, Tech Day, etc., including catering, vendor coordination and logistics. Support the Manassas, VA location with planning large-scale events including specialized graphic design, printing needs, catering, activities, etc.

#### Administrative Assistant to the President & CEO 2015—2017 [Project HOPE, Millwood, VA]

Provide high-level executive administrative support to the Office of the President & CEO including calendaring, coordinating domestic and international travel, visas process, travel briefings, Corporate, Foundation and Donor PowerPoint presentations, CEO meetings, Board of Director's meetings, draft meeting minutes, handle all communications for the office including call-out and multiple time zone conferences/SKYPE business meetings, prepare travel and other expenses, financial tasks, draft and maintain global organization charts, etc.

## AWARDS

- ✦ Employee of the Month, Adventist Healthcare
- ✦ Employee Service Award, 2011, MVF
- ✦ March 2016 "KUDOS" Award Winner, Project HOPE
- ✦ Thanks Award Winner (2x) in 2017, SWIFT
- ✦ Diamond-Level Security Advocate 2020-2024, SWIFT

## Executive Assistant to the President & CEO

2012—2015

[Willard Companies, Frederick, Maryland]

Provide overall administrative support and project management assistance to the President, the Director of Human Resources, numerous commercial/residential properties, five agricultural plant locations, five automotive dealerships, farms, and special projects management. Personally design and author quarterly newsletter to all employees. Project management assignments including authoring policies and procedures, designing brochures, advertisements and company-wide mailings using advanced features of mail-merge and USPS liaison.

## Executive Assistant to the EVP & CFO

2009—2012

[Montgomery Village Foundation HOA, Gaithersburg, Maryland]

- Provide complex, visible, high-level executive administrative support for 4 integral functions of the organization – Finance, Human Resources, the office of the EVP and Government Affairs.
- Maintain executive, committee and conference room calendars.
- Liaison between executives, directors, staff, and consultants in coordinating meetings including residential and Board Meetings.
- Assist with all aspects of annual budget preparation.
- Prepare committee and board meeting packets; interacting with board members, residents, and others to formulate agendas, distribute information, etc.
- Create presentations, RFPs, reports and other documents.
- Field and return resident and vendor phone calls; meet with residents to resolve issues on behalf of Foundation.
- Schedule travel plans and coordinate itineraries of executive management.
- Act as a representative of the executive in meetings, seminars, and conferences.

## Office Administrator/Paralegal

2007—2009

[JLG Law Firm, Gaithersburg, Maryland]

Project management and office managerial support for a Gaithersburg law firm including contract and agreements preparation, client correspondence, monthly client billings, office visitors, attorney travel arrangements, online legal research, and general office administrative tasks.

## Executive Assistant, Education Institute

2003—2007

[Adventist HealthCare, Rockville, Maryland]

Manage the daily administrative functions of the Education Institute including interaction with hospital staff, physicians, and executive management; supervise administrative staff; assist with annual budget and monthly variance report preparation; maintain web-based training database.

## Senior Administrative Assistant

2000—2003

[National Geographic, Washington, DC]

Provide administrative support across two divisions within the Society: 2000-2001 with Member Services. In this position I handled escalated customer complaint and calls requesting information, provided project management and administrative support to the VP of Member Services. In 2001 I was moved to the Licensing Department after the closure of Member Services, in this role I provided high-level administrative support to the Licensing Department.

**Paralegal**

1996—2000

**[Advanced Bioresearch Associates, Rockville, Maryland]**

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Prepare complex FDA regulatory submissions for medical device and pharmaceutical trials: draft 500+ page documents in MS Word, prepare electronic table of contents, hand-stamp documents, deliver documents to FDA locations, design clinical trial and research forms in Canvas, experienced in creating detailed and visually compelling PowerPoint presentations for FDA medical device submissions, ensuring compliance with regulatory standards and effectively communicating complex technical information to stakeholders. Back-up receptionist, open/close office, manage multiple executives' calendars, travel, and projects for 4 immediate supervisors.