

WORK EXPERIENCE

Landrich Group (2020 – Present)

- Oversee day-to-day operations to ensure efficient internal processes and team alignment.
- Provide high-level executive support to the CEO/Managing Director, including documentation and reporting.
- Develop and refine internal systems, templates, and workflows to improve operational efficiency.
- Manage onboarding for new hires: systems setup, access management, and coordination of internal training.
- Plan and execute internal and external events, handling logistics, communications, and virtual/on-site support.
- Support and guide team members to ensure effective execution of their responsibilities.
- Co-manage operational records, including the Financial Log and LG Credentials Log.
- Address ad hoc operational and IT requests, including troubleshooting and identifying areas for process improvement.
- Conduct outreach to prospective clients, introducing Landrich Group's capabilities and services.
- Support sales and business development initiatives through lead generation and strategic engagement.
- Engage with clients and stakeholders to ensure service alignment, clear communication, and long-term relationship building.
- Plan, write, and design marketing content for LinkedIn posts, campaigns, and external publications.
- Create branded visuals and graphics to reinforce Landrich Group's identity and promote services.
- Maintain and update the company website and social media platforms to ensure visibility, consistency, and brand alignment.
- Manage website and social media content to ensure accuracy, reflect updated capabilities, and align with current company messaging, mission, and vision.
- Manage publishing workflows to ensure timely, accurate, and engaging content across platforms.
- Provide strategic and design support to ensure website development and social media initiatives align with brand goals.
- Support and guide team members to ensure effective execution of marketing and digital initiatives.
- Design and update professional PowerPoint presentations for meetings, clinical studies, client communications, and internal trainings.
- Ensure presentations are on-brand, clear, and tailored to target audiences.

Office Manager: The Sarah Samuels Center for Public Health Research & Evaluation (2015 – 2018)

- Office management functions: Accounting, License mgmt., Payroll, Supplier management, Bid management, website updates, IT support, facilities liaison, legal document management, logo marks management.
- Project Support: Correspondence with clients, interview setup, meeting setup, event planning.
- Event Coordinate: Finding venues, space design and coordination, food catering, brochure preparation.
- HR: Recruitment, employee onboarding, Health benefit/401K enrollment, training coordination.
- Visualization: Digital cover page for reports and proposals, data visualization/Infographic for projects .
- Assist Executive Director and Associate Director: Scheduling, expense report management, travel arrangement, inbound/outbound call management.

EXPERIENCE HIGHLIGHTS

Experienced in operations management, marketing, and executive assistance, with a diverse skill set, including event coordination, customer relations, and graphic design. Pivotal in enhancing company projects, optimizing efficiency ensures seamless execution through collaboration with clients and cross-functional teams. Committed to high standards, innovation, and ethical practices, strategically optimizes processes, contributing to project excellence in line with the company's mission.

EDUCATION & ACCREDITATION

- Associate of Arts in Social Science, High Honors – College of Alameda, CA
- Good Clinical Practice (GCP) for Clinical Trials
- Google Foundations of Digital Marketing
- Certified Japanese Koto Performer – Seiha Hogaku-kai Ikuta School, Japan

