



Deborah Shaffer

EXECUTIVE ASSISTANT



703.581.3245



debbis@gmail.com



www.debbishaffer.com

Skills

- Exemplary "C-Suite" executive support
- Multifaceted corporate communications
- Personable client relationship development
- Efficient data management
- Complex problem solving
- Administrative team management
- Large-scale event planning
- Inspirational public speaking
- Deadline-driven strategic planning

Over 20 years of valuable experience and insight.

EXPERIENCE

Administrative & clerical functions | Authoring & editing correspondence and communications | Monitoring & responding to communications | Maintaining records | Conducting research | Assembling & analyzing data | Preparing reports | Maintaining multiple licenses and professional affiliations | Processing and tracking expense reports | Managing multiple calendars | Coordinating complex domestic and international travel arrangements | Planning meetings and events | Participating in proof of concept trials for new software | Liaising with internal & external clients at all levels | Streamlining operating practices & procedures

Organizations

International Association of Administrative Professionals (IAAP)

Association Influencer (2010-Present)

Executive & Personal Assistants Association (EPAA)

International Member (2016-Present)

WashingtonExec EA Committees

Administrative Excellence Sub-Committee Member (2016-2017)

Awards

- TRAVO Top Ten Admin Influencers (2016)
- 2016 OfficeNinja All-Star Award

Entrepreneurship

Audacious Admin (Est. August, 2014)

Founder, Professional Development Website and Speaker

Audacious Divas (Est. September, 2013)

Founder & Board Chair, 501(c)(3) Non-Profit Organization

WRAY EXECUTIVE SEARCH | Clearwater, Florida

Boutique retained search firm specializing in restaurant, food service, hospitality, franchise, and retail companies.

Director of Administration (December, 2017 - Present)

JACOBS | Arlington, Virginia

Publicly traded Fortune 500 company, is an international technical professional services firm with 50,000+ employees globally.

Executive Administrative Assistant to Senior Vice Presidents of Buildings & Infrastructure & Government Relations (December, 2012 - September, 2017)

WILMER CUTLER PICKERING HALE AND DORR | Washington, D.C.

Wilmer Cutler Pickering Hale and Dorr LLP (known as WilmerHale) is an American law firm with offices across the United States, Europe, and Asia.

Executive Administrative Assistant to Chief Information Officer

(November, 2008 - March, 2012)

Acted as the designated Prepara Certified Crisis Team Manager.

THE COHEN GROUP | Washington, D.C.

Founded by former U. S. Secretary of Defense William S. Cohen, this group provides corporate leadership with strategic advice and assistance in marketing, regulatory affairs, deal sourcing, and capital raising activities in every major business sector and every critical region of the world.

Executive Administrative Assistant to Four Vice Presidents (July, 2007 - October, 2008)