

# Ashley Lawless

Highly motivated and organized professional with 10 years of experience in office management, event planning, and exceptional assistance to C-level Executives. Talent for quickly mastering technology. Diplomatic and tactful with excellent project management skills. Flexible, poised and competent with demonstrated ability to bring value to the business.

## EXPERIENCE

### **Parker Elementary, Westbury Methodist Day School, Westbury Little League - Houston, TX — Parent Volunteer**

January 2021 - Current

- Facilitate communication between the teacher, parents, and school administration through emails, sign-ups, and attending classroom events
- Plan and coordinate classroom events such as parties, field trips, and volunteer schedules
- Collect and manage classroom funds, organize fundraising activities, and coordinate donations for silent auctions
- Help recruit and organize parent volunteers for classroom events
- Provide general assistance to the teacher and support their classroom needs

### **FlightAware, Houston, TX — Executive Assistant to the CEO**

January 2013 - February 2021

- Initiating, planning, and executing events including a dozen company-wide team building activities, over 30 networking happy hours, 7 holiday galas, and countless trade shows, meetings, and conferences
- Make complex travel arrangements and prepare itineraries across all departments of the company, including sending up to 10 people internationally or 25 people domestically
- Interface with partners, stakeholders, employees, vendors, and clients on behalf of the executive via email, phone, and physical meetings
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Oversee and mentor other members of the administrative team to ensure they are following company guidelines and best practices
- Provide high-level support for executives and other stakeholders in a fast pace and rapidly changing environment by managing several calendars, creating presentations, drafting documents, compiling reports while understanding the current culture and what we strive for
- Partnered with other departments including Marketing, Sales, Accounting, Human Resources, IT, Development and Design to spearhead strategic business initiatives
- Played a key role in the growth from 15 to 120+ employees in 8 years by managing several office expansions, recruiting, on-boarding and creating a company culture to rival that of the big tech companies

### **Studio Bespoke, Houston, TX — Office Manager**

May 2012 - December 2012


- Manage up to 7 projects simultaneously for multifamily interior design firm
- Confer with all vendors, clients, developers, and contractors to discuss progress and needed changes
- Track all design selections, financials, and lead times ensuring all the orders are accurate and delivered in a timely manner
- Used spreadsheets and QuickBooks to track all purchase orders, reconcile credit card statements, and manage incoming/outgoing materials and inventory
- Evaluated vendor performance on a regular basis to assess and ensure quality of service meets or exceeds negotiated contract
- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands for the office

### **Scott and Associates, Houston, TX — Legal Assistant**

December 2011 - May 2012

- Post Invoices, make entries, and reconcile accounts in QuickBooks
- Drafting letters and filing forms for clients and government agencies
- Initial contact, explaining procedures, receiving intake sheets, and scheduling consultations with potential clients
- Assisting attorneys in maintaining files, copying, scanning, mail processing, and answering phones
- Maintain office supplies by checking stocks, placing and expediting orders and evaluation of new products

## CONTACT

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 Houston, TX

 [LegallyLawless.net](http://LegallyLawless.net)

## AREAS OF EXPERTISE

Executive Administration

Logistics Management

Contract Negotiation

Accounts Payable & Receivable

Project Management

Strategic Planning

File Management

Employee Engagement

Domestic and International  
Travel

Marketing and Communications

Leadership

Standard Operating Procedures  
(SOP's)

Corporate Events

## SUMMARY OF COMPETENCIES

Positive attitude with a  
proactive mindset

Thrive on organization, goal  
setting, and prioritizing

Ability to multitask while  
maintaining a proper balance in  
my workload

Outstanding analytical skills  
and attention to detail

Out of the box thinking

Ability to use discretion and  
good judgment with sensitive or  
confidential information

Proficient in MacOS, Windows,  
Microsoft Office, G Suite, Adobe  
Suite, QuickBooks, Salesforce,  
Jira, Confluence, Intacct,  
Paylocity, Bill.com, Expensify,  
Dropbox, Slack and Zoom

## EDUCATION

**University of Houston**

Project Management Certificate  
2021

**Office Dynamics**

Certified Assistant  
2018

**College of Western Idaho**

Business Administration  
2008 - 2009

**Kelso High School**

High School Diploma  
2004 - 2008