

**Bianca Ramirez**  
bianca\_ramirez@aol.com  
BYND@Biancarami.com

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## EXECUTIVE SUMMARY

Elite Executor. Highly accomplished and innovative bilingual Senior Executive Assistant with outstanding communication, interpersonal, and organizational skills. Adept at quickly assessing needs, developing plans, and implementing effective solutions that meet organizational needs. Dedicated to exceptional service and high levels of performance in every task. A reliable, resourceful, and resilient professional that thrives and excels when facing challenges within demanding fast-paced environments with a superior business acumen, able to provide oversight to contract management, customer relations, and program administration. Exceptional written and verbal communication skills with astute ability in high performance areas while maintaining the highest quality level. Dedicated to quality and driven to improving processes and procedures, as well as achieving bottom-line goals. Reputation for integrity, dedication, and exceptional work ethic.

## EDUCATION

- *Harvard University, Bachelor in Social Science , 2006, Cambridge, MA.*
- *University of Massachusetts Lowell: Bachelor of Science, 2008, Lowell, MA*
- *University of Miami, Masters of Fine Arts: Film and Interactive Media, 2017 Miami, FL*

## CORE KNOWLEDGE & SKILL

- *Administrative:* Adeptly handle administrative matters including screening calls, managing calendars, planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
- *Communications:* Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- *Computers:* Expert user of Microsoft Office; quickly learn and master new technology.
- *Programs:* Word, Excel, PowerPoint, Access, Outlook, SharePoint, Azure, Premiere, Avid, ProTools, Adobe
- *Accounting & CRM:* QuickBooks, Sage 50 Pro Accounting, Oracle PeopleSoft CRM
- *Operating Systems:* Unix, Linux, Windows, Mac OS X, iOS, Android,

## EXPERIENCE

***Beyond Productions, Miami, FL, 1/2021-Present. CEO.***

Provide services as film director, producer, cinematography, writer, editorial and social media marketing and branding.

***The Ortiz Family, Boston, MA and Miami, FL, 3/2005 – 2011 + 2019-2021. Senior Personal/Executive Assistant.***

Assisted the Ortiz Family providing administrative support to Ortiz family, companies and non profit organizations. Act as the point of contact among executives, employees, clients and other external partners. Manage information flow in a timely and accurate manner, calendars, travels, accommodations, oversee staffs, finances of properties and businesses. Provide executive-level administrative support, including: assisting in the coordination of, and preparations for owner, board and committee meetings; tracking, monitoring and prioritizing communications and providing follow-up and reminders; processing invoices; compliance with office procedures; managing different departments on assigned projects. Maintains professional level of communication with internal and external contacts, acting as a smooth bridge to the every department while exercising discretion with confidential information. Raised over 1.2 million dollars for Ortiz nonprofits and global charities and organizations.

***Princess Christian Delrieu Crociani & Family, Monte Carlo, IT, March 2020 – May 2020. Temporary Senior Assistant.*** Tutor for family. Liaised with vendors, contractors and professional services personnel to properly process orders in alignment with needs and specifications of the education component of businesses and family.

***Ray Allen Enterprises, Coral Gables, FL, 11/2006 – 12/2020. Senior Executive Assistant/Nanny.*** Responsible for the Allen children, family businesses, house and the coordination day-to-day home duties and staffing Managed Company's special events and other employee functions (i.e., birthdays, baby & wedding showers, farewell, Hall of

fame and retirement parties). Coordinated organizational development for Ray Allen Enterprises company Grown which included the visual/audio storytelling and marketing materials for Ray Allen Enterprises companies. Management of travel, transportation and business logistics.

***Ms. Tina Knowles*** , *Los Angeles, CA, 9/2015 – 8/2018. Project Manager/Coordinator.* Executed activities as directed by the Chief Executive Officer, Tina Knowles and Beyoncé Knowles. Skilled in International Project Management, Strategic Planning, Business Development, Cross-functional Team Leadership, and Strategic Planning. Consistently deliver high quality work within established time frames; willingly assist peers and management. Provided administrative support to the organization, including extensive scheduling of appointments, speaking engagements, and media & tour appearances. Worked to manage all components of digital storytelling for their brands.

***Boston State House***, *Boston, MA, 6/2009 – 8/2009. Summer Intern for Governor Deval Patrick and U.S. Senator Elizabeth Warren.* Provided high-level administrative support to candidates, including screening coordinating and supporting daily operations, project management for short and long-term projects. Screened and answered telephones and directed inquiries for the candidates. Greeted office visitors to the candidates.