



ZAR STACKHOUSE

(they/them)

EXECUTIVE ASSISTANT
CULTURE CURATOR
PROJECT MANAGER

PROFILE

I have been called the Swiss army knife of our org, sharpened by the ambiguous work of an understaffed non-profit and the insatiable desire to make the world a better (and a more organized) place. With nothing to earn, fear, or prove, I come to work adaptable yet self-assured enough to call out blind spots if I believe it will help the company in the long run.

CONTACT

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GALLUP STRENGTHS

Restorative
Relator
Adaptability
Achiever
Activator

EXPERIENCE

EXECUTIVE ASSISTANT

Abide Network | Oct 2016 - Present

Abide is a mission driven organization that set out to 'Revitalize the inner city one neighborhood at a time.'

During my four years at Abide, cross-department contributions and support were recognized with multiple promotions. After working as an intern for one year, I became Administrative Assistant to the Director of Operations and then Executive Assistant to the COO, while still supporting the Director of Operations. After completing my degree in 2018, Property Manager and HR support roles were added.

Major accomplishments:

- Manage 15+ organization's use of campus facilities and 25+ tenants.
- Managed communication with 200+ community families for Christmas Store and other programs the org provides.
- Built onboarding, tenant management, and org-wide HR policies and processes to help Abide become more efficient and standardized.
- Support multiple executives, as well as the team as a whole in IT trouble shooting and creation of trainings of CRM databases and other organizational tools.

SERVER LEAD

Alamo Drafthouse | Dec 2016 – Jan 2018

Alamo Drafthouse is an upscale Cinema nationwide. Required great time management skills, organization, efficiency, and great customer service.

Major accomplishments:

- Trained 20+ new employees, including outsourced Managers
- Improved customer wait times by 1.4%

SECRETARY (TEMP)

Dvorak Law Group, LLC | April 2018 – Nov 2018

Filled a temporary staff absence for the Law Group. I had some prepared instructions, but mostly had to figure the role out myself. This was a great learning opportunity and I really enjoyed the challenge of being thrown in.

Major accomplishments:

- Self-trained the role with minimal oversight
- Quickly learned new systems and skills, including billing and checking client records

SKILLS

Hiring / Onboarding	● ● ● ● ●	Organizational Skills	● ● ● ● ●
Property Management	● ● ● ●	Recruiting	● ● ●
Microsoft Office	● ● ● ● ●	CRM Management	● ● ● ●

EDUCATION

Associate Degree, General Christian Ministry
Nebraska Christian College | 2016-2018

Bachelor of Science, Business Administration
Present Bellevue University | 2018-2020