

## OPERATIONS ASSOCIATE

Lisa Phinney

### Skills

- Licensed Notary
- Over 10 years experience in MS Office; Excel, Spreadsheet creation; Word - Memos, minutes, invoices; Power Point, Outlook
- Asana and Basecamp Project Management
- Website design and updating
- Social Media management
- Design experience with Photoshop and Elements
- Video conferencing experience
- Google G-Suite applications
- Kronos experience
- Event planning and execution

### Work History

Operations Associate , 10/2016 to Current

#### Company Name

- responsible for the administrative and operational tasks at HeartSpace, a retreat center in Park City, and managing executive management for co-leaders of Plenty Consulting.
- Utilizing technology proficiently and expediently (BaseCamp, Box, MS Applications; Word, PPT, Excel, and Outlook).
- Acting as the quarterback for project coordination and teamwork.
- Representing the leadership team and the company to partners, clients, and guests.
- Finding new ways for to grow and flourish, and then leading those special projects with enthusiasm.
- Supporting the leadership team with communication and email correspondence, scheduling, meeting management, travel, vendor relationships, and project management.
- Coding expenses and ensuring they are accurate for billing.
- Managing conference attendance, speaking prep, audience engagement and follow-up.
- Budget management.
- Manage vendor relationships; order swag, supplies and directing payment as needed.
- Plan travel for team of 8 for conferences and consulting services offsite.
- Social media manager and responsible or website updates.
- Schedule team meetings through Zoom and GoToMeeting; note taking and follow up management for co-leaders of Plenty Consulting.
- Event preparation and execution with high service levels.

Assistant to the Executive Director , 08/2015 to Current

#### Company Name

- Assist the Executive Director with administrative management services.
- Provide communication to all the Historic Park City merchants through various channels (i.e., newsletter, emails, phone calls) including local event information that may impact the Historic Park City area.
- Coordinate special events and Main Street activities with Historic Park City merchants.
- This includes communication and coordination with City staff.
- Plan and coordinate quarterly educational and informational events for HPCA members.
- Provide communication to Historic Park City businesses regarding trash services for the Business Improvement District (BID) and work with City staff to evaluate the program periodically.
- Update and maintain the Main Street directory map and event kiosks.
- Write minutes for HPCA and Committee Meetings.
- Work with the Director of Marketing to promote Historic Main Street and maintain the HPCA website.
- Grant reconciliation and budget management.

Meisha Lawson Marketing â€œ Marketing Coordinator , 08/2015 to Current

- Keep the HPCA website current regarding calendar events, member promotions, meeting notices, merchant information, business landing pages and other information.
- Blog updates, social media marketing and image manipulation for HPCA, Lange Group, Gorgoza, TMI and Goldminerâ€™s Daughter.
- Assist Director of Marketing with advertising campaigns, promotions and initiatives.
- Event planning, permitting, management and execution for Autumn Aloft, Halloween on Main, and The Electric Parade.

Fieldhouse Manager & Zumba® Fitness Instructor , 09/2009 to 10/2014

Company Name

- Provided The Fieldhouse Manager expert administrative support and created a first rate customer service experience for Fieldhouse patrons.
- Focused on customer relationship building and human connection with the front desk team.
- Planned and executed events at The Fieldhouse annually such as The Kids Carnival, Monster Ball, Color Run and Christmas event.
- Developed a Zumba® Fitness program to enhance not only the communityâ€™s physical health, but the emotional health that comes along with dance fitness.
- Created a following of fitness students who have become lifelong friends and through the power of joy, self-expression and sharing a passion for life.

Skills

administrative, administrative support, Photoshop, advertising, billing, Budget management, Color, conferences, consulting, clients, customer service experience, directing, email, Event planning, special events, executive management, image, Kronos, leadership, Director, Managing, Marketing, Meetings, Excel, MS Office, Outlook, Power Point, Word, newsletter, Coding, project coordination, Project Management, speaking, relationship building, scheduling, Spreadsheet, teamwork, phone, Video conferencing, Website design, website

Education

B.S : Multidisciplinary Studies/Environmental Science , 08.1991 â€“ 05.1994

University of Massachusetts - City

Multidisciplinary Studies/Environmental Science Cum Laude