




# CAITLIN MAINES

## PROFESSIONAL PROFILE

A professional and efficient assistant with over nine years of administrative experience who has demonstrated success managing multiple projects concurrently and adhering to deadlines and who seeks challenging and gratifying opportunities to contribute to my team and industry.

## CONTACT

 423-863-8089  
 caitmaines@gmail.com  
 Kingsport, Tennessee

## EDUCATION

Northeast State Community College  
Human Services  
Anticipated Graduation: Spring 2025

Dobyns-Bennett High School  
High School Diploma  
2008 – 2012

## SKILLS

Adaptability  
Self-Disciplined  
Relationship Builder  
Project Managing  
Delivery-focused  
Microsoft 365  
Google Workspace  
Adobe

## CERTIFICATIONS

PACE Certified  
CPR/AED Certified

## REFERENCES

Upon request

## EXPERIENCE

### EXECUTIVE ASSISTANT AND EVENT PRODUCER

Northeast State Community College / 2022 – Present

- Support 5+ calendars, organize meetings, and draft correspondence
- Conduct research, prepare, and disseminate reports and documents
- Maintain and analyze financials for \$2 million in federal and state funding
- Create and execute programs and events for the college and department
- Arrange travel itineraries and complete related expense reports
- Coordinate purchasing, invoicing, and budgeting for each department
- Create and maintain departmental web pages, intranet sites, and Teams
- Produce marketing materials, presentations, and digital media
- Audit, revise, and create 300+ collegiate policies
- Act as liaison for VP and colleagues when appropriate or necessary
- Perpetuate confidentiality and discretion in all areas
- Continue professional development

### EXECUTIVE AIDE

East Tennessee State University / 2018 – 2022

- Ensure HIPAA/FERPA privacy for students and employees
- Supervise graduate and student workers
- Trained newly hired employees
- Timekeeper for over 50 employees
- Data collection and entry for courses, finances, and programs
- Maintain departmental supplies and equipment, including purchasing

### HUMAN RESOURCE ASSISTANT

East Tennessee State University / 2015 – 2018

- Knowledge of federal, state, and University policies, procedures, and ensured compliance of employees
- Completed employee onboarding, orientation, and verifications
- Maintain schedules and calendars for supervisor and colleagues
- Maintain over 50,000 electronic and physical employment files
- Data entry for employee transcripts, personal information, and benefits
- Extended hours to complete projects when required