

Austin, TX 78704  
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# Tia Metz

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## SKILLS

A proactive and detail-oriented professional seeking a Personal Assistant position. Proven ability to manage complex tasks, prioritize effectively, and provide exceptional support. Expertise in communication, organization, and event planning, with a commitment to discretion and professionalism.

## EXPERIENCE

### **ElasticSearch** – Workplace Coordinator

August 2024 – Feb 2025

- Coordinated complex calendars and scheduled meetings for multiple team members, optimizing time management and ensuring efficient communication.
- Managed logistics for office events, including vendor coordination, budget management, and on-site execution, ensuring seamless and successful gatherings.
- Served as a primary point of contact for internal and external inquiries, demonstrating excellent verbal and written communication skills and providing timely and accurate information.

### **Arrive Logistics** – Senior Workplace Experience Associate

May 2022 – May 2024

- Planned and executed employee events for up to 1,500 people, managing all aspects from vendor selection and contract negotiation to on-site coordination and post-event analysis.
- Assisted with new hire onboarding, coordinating schedules, preparing materials, and ensuring a smooth transition for new employees.
- Managed a high volume of administrative tasks, prioritizing effectively to meet deadlines and maintain office efficiency.
- Managed comprehensive event logistics, coordinating catering for meetings of 5 to 700 attendees, organizing off-site and in-office employee events, and collaborating with Marketing to promote events, all while adhering to budgetary constraints.

### **SJRC Texas|Belong** – HR Administrator

October 2021 to May 2022

- Maintained confidential employee records and documentation, ensuring accuracy and compliance.
- Coordinated new hire orientation schedules and materials, ensuring a smooth and organized onboarding process.