

JACQUELINE LEWIS



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Palmerston North

PROFESSIONAL OVERVIEW

Detail-oriented and resourceful professional pivoting into tech with 8+ years of leadership in nonprofit operations. Proven success in managing large teams, optimizing systems, and solving complex problems. Currently pursuing a Bachelor of Information Sciences (Computer Science) to build a foundation in software development and IT. Adept at cross-functional coordination, technical learning, and data organization.

SKILLS

Communication

Problem-solving

Critical thinking

Decision-making

Multitasking

Resourcefulness

TECHNICAL SKILLS

C++

Basic Scripture

Wireshark

Visual Studio Code

WORK EXPERIENCE

Personal Assistant to CEO

Sep 2024 – Present

- Manage store purchase data, vendor communications, and inventory organization
- Coordinate national and international travel for CEO and guests
- Source, purchase, and negotiate for high-end furniture and fine art pieces
- Handle complex scheduling and high-level appointment coordination

Assistant Director of Hospital Programs – WildCare, San Rafael

2016 – Feb 2024

- Directed day-to-day operations in a high-volume wildlife hospital, managing teams and ensuring regulatory compliance
- Designed and led educational programs for interns and volunteers; rewrote pre-vet curriculum
- Maintained and updated hospital medical database tracking 3,500+ annual patients
- Presented at CA Council for Wildlife Rehabilitation Annual Symposium
- Applied advanced vet care techniques: restraint, diagnostics, splinting, wound treatment, and drug dosing

Hungry Owl Project Manager – WildCare, San Rafael

2020 – Feb 2024

- Revived struggling program, increasing profits by 50% through cost-saving measures and outreach
- Led 20+ team members in logistics, construction, client relations, and research
- Built and maintained donor relationships, planned fundraising events, and produced communications
- Organized and managed digital client database

EDUCATION

Bachelor of Information Sciences, major in Computer Science

Massey University,
Manawatū Campus | Feb
2025 – Nov 2027
(Expected)