

# Sparkle Durio

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## Professional Summary

Senior Executive Assistant with over 5 years' experience supporting C-Suite leader Expert in executive calendar management, board liaison, event planning, and confidential communication. Proven record of saving executive time, driving compliance, and ensuring flawless operations.

## Strategic Competencies

Executive Partnership • Project & Initiative Management • Complex Logistics & Scheduling • Executive Communications • High-Impact Event Coordination • Advanced Technological Integration • Confidentiality & Discretion

## Technical Proficiencies

Microsoft 365 • Google Workspace • Zoom • Slack • DocuSign • Asana • Trello • Notion • SharePoint • Canva • Adobe Acrobat • Cloud Collaboration Tools • WordPress

## Professional Experience

### Grant Program Administrative Coordinator

Judicial Council of California

Apr 2025 - Present

- Coordinated logistics for 5 statewide trainings and grantee meetings, serving 250+ stakeholders.
- Digitized filing systems and spreadsheets, reducing processing time by 40%.
- Maintained 100% accuracy across 15+ MOUs and compliance reviews.
- Streamlined contract renewals and documentation, cutting audit prep time by 35%.

### Senior Executive Assistant to the CEO and COO

NAMI California

Dec 2022 – Sep 2024

- Directed CEO/COO calendars, travel, and communications, saving 130+ executive hours annually.
- Liaised with Board of Directors, driving 100% quorum at quarterly meetings.
- Planned staff retreats and VIP events, saving \$6,000+ through vendor negotiations.
- Ensured confidentiality and integrity of all executive communications.

### Executive & Board Operations Associate

Umoja Community Education Foundation

Aug 2021 – Nov 2022

- Streamlined scheduling and logistics, achieving 95%+ on-time executive meetings.
- Implemented cloud project management tools, reducing delays by 35%.
- Supported grant reporting that maintained full program funding

### Program Operations Analyst

California Department of Corrections & Rehabilitation

Oct 2015 – Jan 2021

- Developed Small Business discount calculator, improving processing time by 30%.
- Audited purchasing records, preventing \$75,000+ in misallocations annually.
- Coordinated urgent procurements, ensuring zero delays in statewide medical services.

## Education

### Bachelor of Science in Business Administration

Specialization in International Business and Logistics

California Maritime Academy, May 2008