

SPARKLE DURIO

Sacramento, CA | 916-856-2568 | sdurio5652@gmail.com

Professional Summary

Senior Executive Assistant and Program Operations Specialist with over 5 years of experience. Strategically streamlines operations, enhances board communication, and drives compliance across non-profit and government sectors. Proven ability to recover executive time, reduce administrative processing costs, and ensure flawless execution of high-profile projects.

Skills

Strategic Support • Project Management • Calendar & Appointment Management • Travel Planning • Meeting & Event Coordination • Communication & Relationship Management • AI, Technology & Document Support • Confidentiality & Discretion

Professional Experience

Grant Program Administrative Coordinator, Judicial Council of California

Apr 2025 – Present

- Facilitated the logistics for 5 statewide training programs and grantee meetings over the past 4 months, impacting more than 250+ constituents.
- Digitized filing systems and audit-ready spreadsheets, reducing administrative processing time by 40%.
- Maintained 100% accurate records across 15+ MOUs and compliance reviews to support legislative and compliance reporting.
- Facilitated contract renewals and grant documentation workflows, improving compliance readiness and reducing audit preparation time by 35%.

Senior Executive Assistant to the CEO and COO, NAMI California

Dec 2022 – Sep 2024

- Streamlined communication as the primary liaison for the Board of Directors, ensuring timely distribution of materials that resulted in 100% quorum attendance for all four quarterly meetings.
- Directed complex calendar, travel, and communications for the CEO and COO, recovering over 130+ executive hours annually.
- Strategically planned and executed high-profile staff retreats and VIP events, securing over \$6,000 in vendor cost savings.
- Managed confidential and sensitive executive communications with absolute discretion, ensuring data integrity and compliance with all privacy protocols.

Executive & Board Operations Associate, Umoja Community Education Foundation

Aug 2021 – Nov 2022

- Optimized complex calendar and meeting logistics for the Executive Director, achieving a consistent 95%+ on-time attendance rate that ensured executive-level alignment and operational efficiency.
- Implemented a cloud-based project management platform, increasing task transparency and reducing project delays by 35%.
- Supported grant writing and reporting efforts, contributing to the maintenance of full funding across all active programs.

Program Operations Analyst, California Department of Corrections & Rehabilitation

Oct 2015 – Jan 2021

- Developed a Small Business discount calculator that improved contract processing time by 30% and promoted more equitable vendor awards.
- Proactively audited purchasing records to identify high-risk errors, recovering over \$75,000 in potential misallocations annually.
- Spearheaded cross-functional coordination to expedite critical medical procurements, ensuring zero delays in patient services and maintaining operational continuity.

EDUCATION

California State University Maritime Academy

Apr 2008

Bachelor of Science in Business Administration