

SPARKLE DURIO

EXECUTIVE ASSISTANT | CHIEF OF STAFF | EXECUTIVE OPERATIONS COORDINATOR

Sacramento, CA • (916) 856-2568 • sdurio5652@gmail.com • www.linkedin.com/in/sparkledurio • sdurio.github.io

PROFESSIONAL SUMMARY

Seasoned executive operations professional with 15+ years of experience supporting C-level leaders, boards, and cross-functional teams, consistently driving organizational efficiency, governance excellence, and executive-level decision-making.

- Transforms administrative functions into high-performing operating systems by streamlining processes, optimizing workflows, and deploying digital tools saving hundreds of executive hours annually.
 - Expert in board governance, stakeholder communications, grant compliance, and complex multi-calendar orchestration, aligning executive priorities with organizational objectives while safeguarding confidentiality and data integrity.
 - Orchestrates large-scale events and multi-stakeholder initiatives, delivering measurable operational improvements that boost productivity, reduce costs, and increase accuracy while providing seamless, proactive executive support.
-

CORE COMPETENCIES

Executive Operations: Executive Support, Board Relations, Confidential Communications, Cross-Functional Collaboration

Administrative Operations: Calendar & Travel Management, Meeting & Event Planning, Project Management, Stakeholder Engagement, Procurement & Contract Management, Budget Management

Governance & Compliance: Grant Administration, Audit Preparation, Policy Implementation, Document & Records Management

Process & Analytics: Workflow Optimization, Change Management, Cloud Collaboration Tools, Data Analysis & Reporting, Training & Development Support, Process Improvement

CAREER HIGHLIGHTS

- Directed five statewide training and grantee events for the Judicial Council of California that engaged 250+ stakeholders while digitizing workflows and reducing document processing time by 40%.
 - Led executive calendar management, high-level communications, and complex travel logistics for the CEO and COO of NAMI California, saving 130+ executive hours annually while ensuring 100% attendance at quarterly meetings.
 - Implemented cloud-based project management platforms and digital collaboration tools for executive teams at Umoja Community Education Foundation, reducing operational delays by 35% and ensuring the seamless execution of strategic programs.
 - Designed a statewide procurement calculator for the California Department of Corrections and Rehabilitation, improving purchasing efficiency by 30% and preventing \$75K+ in annual misallocations through detailed audit and compliance oversight.
 - Transitioned 3K+ physical records into a centralized digital system at the California Department of Corrections, improving retrieval efficiency by 40%, ensuring audit compliance, and reducing misfile incidents by 75%.
-

PROFESSIONAL EXPERIENCE

Grant Program Administrative Coordinator | Judicial Council of California | Apr 2025 – Oct 2025

- Coordinated statewide training sessions and grantee meetings serving 250+ stakeholders, overseeing complex logistics, agendas, and materials while ensuring seamless execution of communications, travel arrangements, and follow-ups.
- Digitized filing systems, document tracking, and compliance workflows to modernize outdated paper processes, improve efficiency and accessibility, and reduce administrative processing time by 40%.
- Maintained complete accuracy in the management of 15+ memorandums of understanding (MOUs) and compliance reviews, reviewing documents to ensure alignment with funding policies, governance requirements, and audit standards.
- Streamlined contract renewals, audit documentation, and workflow tracking, developing templates and procedures that reduced audit preparation time by 35% while safeguarding compliance and improving organizational transparency.

Senior Executive Assistant to the CEO & COO | NAMI California | Dec 2022 – Sep 2024

- Directed executive-level calendar, travel, and communication management for the CEO and COO, integrating competing priorities and ensuring alignment with organizational objectives to save 130+ leadership hours annually.
- Liaised with the Board of Directors to ensure consistent engagement, supporting agenda development, documentation, and communications that achieved 100% quorum at quarterly meetings while strengthening governance practices.
- Negotiated vendor contracts for retreats, conferences, and VIP events, conducting cost comparisons and leveraging relationships to save \$6K+ annually while ensuring high-quality event experiences for both staff and external stakeholders.

Executive & Board Operations Associate | Umoja Community Education Foundation | Aug 2021 – Nov 2022

- Streamlined executive and board scheduling, proactively anticipating conflicts and developing contingency plans that achieved 95%+ on-time meeting starts while ensuring board-level decisions and strategic discussions were conducted without disruption.

- Introduced cloud-based project management tools, configuring shared workspaces, timelines, and accountability dashboards that reduced delays in deliverables by 35% and improved coordination across departments.
- Supported the completion of grant reporting and compliance submissions that maintained full program funding, coordinating documentation, financial tracking, and reporting accuracy to preserve credibility with funders.

Program Operations Analyst | California Department of Corrections & Rehabilitation | Oct 2015 – Jan 2021

- Designed a procurement calculator that streamlined small business purchasing requests and improved efficiency by 30%, creating a replicable tool that allowed buyers to process transactions faster while improving accuracy and reducing delays.
- Conducted detailed audits of procurement records, reviewing financial documentation, vendor invoices, and purchase orders to prevent \$75K+ in misallocations annually while ensuring strict adherence to state financial management guidelines.
- Led high-stakes procurements by liaising across multiple agencies to secure medical services and supplies, ensuring mission-critical healthcare needs were met on time and that no delays affected service delivery for incarcerated populations statewide.

Analyst, Procurement & Contracts | California Department of Corrections & Rehabilitation | Oct 2013 – Oct 2015

- Coordinated communications and updates with institutional buyers, preparing clear guidance and responses to assignment inquiries and rejections, which ensured that procurement processes remained transparent, efficient, and fully compliant.
- Maintained accurate logs and contract documentation for \$5M+ in purchasing activity, developing and implementing systems that strengthened audit and retention compliance while ensuring clarity and accountability across all procurement activities.
- Supported purchasing workflows and contract cycle timelines, analyzing bottlenecks and recommending improvements that enhanced accuracy, reduced redundancies, and accelerated processing efficiency by 22% across the department.

Real Estate & Wellness Program Intern | Health & Wealth Centers of America | Apr 2013 – Apr 2014

- Partnered with financial educators to deliver CashFlow literacy workshops that provided participants with strategies to build wealth and make informed investment decisions, supporting curriculum delivery and enhancing community engagement.
- Conducted real estate property research and evaluation exercises, gathering market data, analyzing property value trends, and preparing reports that supported decision-making processes and strengthened investment planning activities.
- Supported outreach, marketing, and event logistics, assisting in material development and participant engagement efforts that increased attendance by 15% across financial literacy and wellness initiatives.

Records Management Assistant | California Department of Corrections & Rehabilitation | Oct 2012 – Jul 2013

- Transitioned 3K+ physical records into a centralized filing system, organizing records with precision to reduce retrieval time by 40% and improve the efficiency of agency staff in accessing required information.
- Logged and tracked all records with precision to ensure accountability, regulatory compliance, and readiness for audits, maintaining high standards of accuracy across document workflows and government protocols.
- Verified and updated record locations for audits and daily access needs, cross-checking files and implementing improved tracking measures that reduced misfile incidents by 75% while enhancing accountability in record-keeping practices.

Travel Consultant (Part-Time, Remote) | All About U Travel & More | Oct 2003 – Apr 2013

- Designed personalized travel packages tailored to client needs, budgets, and interests, curating customized itineraries and delivering high-quality experiences for 50+ clients annually while maintaining an exceptional level of service and support.
- Coordinated end-to-end logistics (including flights, accommodations, and excursions), managing vendor relationships and adapting to last-minute changes to ensure seamless travel experiences while reducing errors and client stress.
- Conducted competitor pricing research, analyzing trends and opportunities that improved value for clients while achieving a 20% increase in upsell conversions, strengthening revenue generation and client satisfaction.

Administrative Manager (Part-Time, Remote) | Moolah Matters | Oct 2005 – Oct 2012

- Managed secretarial and administrative functions supporting the growth of a financial literacy company, overseeing scheduling, communications, and office operations that ensured smooth day-to-day operations across multiple client accounts.
- Coordinated recurring virtual meetings for 20+ clients and team members, setting up technology platforms, confirming availability, and troubleshooting in advance to ensure efficient and uninterrupted meetings.
- Oversaw client communications and service follow-ups, monitoring inquiries and response times while developing improved processes that reduced delays and improved satisfaction across all service offerings.

EDUCATION

BS in Business Administration, Specialization in International Business & Logistics | California Maritime Academy

TECHNICAL SKILLS

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