

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Soraya Schwartz	PXD - Intermediate Conference/Events Planner	7.1.7; 7.8.1-7.8.3

Job Responsibility	Qualifying Skills
Event Planning & Logistics Coordination: Manage logistics for office events, including technical conferences, off-site meetings, and executive sessions.	<ul style="list-style-type: none"> · Successfully executed over 20 national and international seminars, symposiums, and workshops at George Washington University Cancer Center. · Planned large-scale university commencement ceremonies with over 5,000 attendees, including staging, audiovisual, and scheduling logistics. · Managed weekly and monthly meetings for National Association of Home Builders, ensuring smooth scheduling and room setup.
Vendor & Contract Management: Coordinate with vendors for venues, catering, audiovisual services, and other event-related needs.	<ul style="list-style-type: none"> · Coordinated vendor contracts for catering, venues, and conference technology at George Washington University and University of Phoenix. · Successfully managed 30-40 vendor relationships for meetings and conferences at the National Association of Home Builders. · Developed a process for reconciling invoices and ensuring timely vendor payments, improving vendor relationships.
Stakeholder Communication & Execution Support: Facilitate communication with internal and external stakeholders to ensure successful event execution.	<ul style="list-style-type: none"> · Served as the liaison between event planning teams, faculty, executives, and sponsors at George Washington University and University of Phoenix. · Managed event marketing, participant communications, and digital promotions, increasing attendance and engagement. · Developed internal communication materials such as agendas, newsletters, and promotional materials for high-profile university events.

Education

Loyola University New Orleans B.A. in Mass Communication	August 2005 - April 2011
George Washington University Professional Certificate in Event Management	July 2018 - August 2020

Experience

The National Association of Home Builders, Washington, D.C. Event Specialist	March 2024 – October 2024
<ul style="list-style-type: none"> · Provided administrative and procurement services to the events department for a variety of events throughout the year. 	

- Served as the primary point of contact for internal departments who needed conference room and food & beverage support for their meetings or events.
- Processed internal and external billings for meetings/events.
- Managed scheduling for building conference rooms for weekly/monthly meetings.
- Organized a reconciliation process for all invoices to ensure clients were paid timely and accurately.
- Assisted with event marketing to update website and social media platforms with department updates
- Selected Achievements
- Developed a new process for the reconciliation of invoices
- Managed working with 30-40 vendors successfully for different meeting & event needs.

George Washington University Cancer Center, Washington, D.C.

Sr. Administrative Associate

October 2016 -September 2023

George Washington University Institute for Neuroscience, Program Coordinator

- Supervised budgets, logistics, event development, and faculty support for nationally recognized Centers at GW School of Medicine and Health Sciences
- Provided enhanced administrative support to Center leadership, serving as liaison with faculty, staff, visitors, officials, donors, and national / international committees.
- Directed Center digital marketing, event promotion, and internal communications, developing partnerships with professional associations and affiliated universities.
- Developed and executed event calendar, managing annual Symposium and monthly Seminars from concept through implementation. Overseeing scheduling, logistics, vendors, staging, and audio-visual needs.
- Facilitated day-to-day activities for senior leadership, from schedule management to developing detailed meeting agendas and presentations, to budget management and reconciliation.
- Selected Achievements
 - Successfully executed 20 Seminars, drawing national and international attendance along with high-profile speakers.
 - Streamlined financial processes for institute faculty, from budgeting and procurement to reconciliation / audits.
 - Guided senior leadership and faculty in the shift to virtual office / virtual meetings during COVID-19. Included training staff and executives on web conferencing technologies, providing hands-on support for setup and execution, mentoring other admins with similar challenges.

University of Phoenix, Washington, D.C.

Academic Affairs Coordinator

May 2014 – October 2016

- Managed event planning and logistics, faculty support, and student engagement across four campuses in VA and DC
- Planned and coordinated day-to-day events for faculty and students, including meetings, conferences, workshops.
- Managed annual Commencement activities, including scheduling, logistics, vendors, staging and audio-visual needs.
- Oversaw monthly budgets and payroll, managed faculty scheduling, evaluations, performance reports.
- Wrote and edited campus newsletters, faculty / student communications, and regional marketing materials.
- Selected Achievements
 - Organized large-scale Commencements drawing over 5,000 students, faculty, and family members.
 - Successfully executed multiple seminars and quarterly faculty meetings for groups in excess of 150 people.
 - Managed two successful accreditation reviews for the regional campus, maintaining critical department and faculty files.
 - Measurably improved process flows, service quality, and customer satisfaction scores related to Academic Affairs.

Latin American Youth Center, Washington, D.C.

Case Manager, Teen Bridge Program

June 2013 – Feb. 2014

- Supported foster care youth (ages 16-21) in developing self-sufficiency in education, employment, and life skills.
- Conducted initial intakes, developed case plans, assessments, and monthly client reports, led discharge planning.
- Collaborated with outside providers to ensure client progress, access to employment-related services, and aftercare.
- Taught life management skills, helping youth problem-solve daily issues to promote independence.
- Attended family court hearings to present program views on client progress and needs.

Medtech College, Washington, D.C.

Student Services Coordinator

Nov 2011 - Jan 2013

- Implemented support services to help challenged students in achieving their academic goals.
- Planned and executed events such as: student orientation, graduation, enrichment speakers, and fundraisers.
- Developed the Medtech Career Fair, working with the Career Center to identify internship opportunities.
- Connected students with agencies in the Washington D.C. area for childcare, housing, and medical needs.
- Advised and supported prospective students through the application and class registration process.

Additional Qualifications & Experience

- Fluent in Spanish (written and spoken)
- Advanced Microsoft Office skills; proficient with Oracle
- Advanced skills with web conferencing systems
- Event planning for weddings, working with local event company to assist in location scouting, vendor management, event setup and execution, digital marketing
- Familiar with Adobe InDesign