

DONNA JONAS

EXECUTIVE + PERSONAL VIRTUAL ASSISTANT

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PROFESSIONAL PROFILE

Resourceful executive and personal virtual assistant with more than 20 years of experience supporting CEOs, senior leaders, boards, professionals, and private clients. Known for anticipating needs, bringing order to complex details, communicating with discretion, and following through reliably. Experienced in calendar and inbox management, board operations, travel, meeting coordination, research, household administration, and special projects.

CORE STRENGTHS

Executive calendar & inbox management	Board, committee & leadership support
Travel planning & detailed itineraries	Project coordination & follow-through
Research, vendors & household services	Meeting, event & logistics management
Discretion, adaptability & communication	Expense reporting & budget administration

PROFESSIONAL EXPERIENCE

Virtual Personal Executive Assistant | MYBTLR LLC

Remote / Alpharetta, Georgia • November 2021 - Present

- Manage business and personal calendars, appointments, email, reminders, and shifting priorities for private clients.
- Research and coordinate transportation, accommodations, restaurants, activities, and detailed itineraries for business and personal travel.
- Identify and coordinate qualified contractors, suppliers, medical providers, and household services.
- Handle online purchases, bill payments, reservations, special occasions, and other personal-administration needs.
- Support websites, marketing materials, and time-sensitive projects when requested.

Executive Assistant to the President & CEO | Autism Speaks

New York, New York • July 2019 - November 2020

- Managed the President and CEO's complex calendar and anticipated briefing materials, preparation needs, and schedule conflicts.
- Coordinated weekly staff meetings and prepared concise recaps for organization-wide distribution.
- Drafted monthly board updates and supported national board, committee, and senior leadership meetings.
- Served as staff liaison to the Governance and Nominating Committee and recorded board and committee minutes.
- Coordinated executive and senior-leadership travel, expense reporting, donor stewardship activities, and internship recruitment.

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PROFESSIONAL EXPERIENCE, CONTINUED

Executive Assistant to the CEO / Leadership Project Manager | Public Relations Society of America (PRSA)

New York, New York • 2001 - 2019

- Managed the CEO's calendar, daily priorities, meetings, conference calls, correspondence, and travel.
- Planned quarterly board meetings; prepared agendas; compiled meeting materials; and coordinated accommodations, dining, and logistics.
- Traveled with the Board of Directors, recorded and distributed minutes, and communicated action items to the CEO and responsible leaders.
- Managed the bylaws and policies-and-procedures review process and coordinated committee and task-force work.
- Processed executive and board expense reports and maintained fiscal responsibility for executive-department budgets.
- Updated the PRSA website through a content-management system and supported organizational communications and events.

TECHNOLOGY

Microsoft 365: Word, Excel, Outlook, PowerPoint, Teams, SharePoint and Access • Google Workspace • Mailchimp • Constant Contact • Trello • Zoom • Canva • Website content-management platforms • AI-assisted research, writing and workflow support

CREDENTIALS & PROFESSIONAL DEVELOPMENT

- Certified Professional Coach (CPC), iPEC
- Microsoft Office Suite Certification
- AI Prompting for Everyone, DeepLearning.AI - currently completing

ADDITIONAL CAPABILITIES

Board and association administration • Governance • Minute taking • Event and meeting planning • Customer service • Marketing communications • Web copy and content management • Vendor negotiation • Typing: 110 words per minute

EDUCATION

Christ the King High School | Middle Village, New York

PROFESSIONAL VALUE

Calm in the details. Confidence in the follow-through.