

Donna Jonas 2866 Red Lion Square • Winter Park, FL 32792
(347) 546-7545 • assistantdonnajonas@gmail.com

MY BTLR, Alpharetta, GA

Virtual Personal Executive Assistant, November 21, 2021 – present

- Manage daily appointments, calendars, and email inboxes.
- Schedule and reschedule medical appointments.
- Research hotels, restaurants and special attractions in specific locations.
- Create detailed vacation itineraries.
- Pay bills and secure household and office management services.
- Manage websites and create marketing collateral.
- Online shopping.

AUTISM SPEAKS, New York, NY

Executive Assistant to President and CEO, July 2019-November 2020

- Managed president and CEO's calendar and proactively anticipate any material or briefing needs to preparedness.
- Managed weekly staff meetings and prepared recap for staff distribution.
- Wrote monthly board update for board distribution.
- Scheduled national board of director meetings, board committee meetings, and senior leadership team meetings and reserved space appropriate for the needs of these meetings.
- Supported the national board and minute taking for board and committee meetings.
- Staff liaison to the governance and nominating committee.
- Assisted with donor stewardship and acknowledgement activities to be executed by president and CEO.
- Booked travel and submitted expense reports on a timely manner for the president and CEO.
- Coordinated president and CEO's travel with major gifts and corporate initiative teams.
- Managed travel for senior leadership team members with extensive travel needs.
- Managed intern recruitment by working closely with the HR department to fulfill the organization's internship needs.

PUBLIC RELATIONS SOCIETY OF AMERICA, New York, NY

Executive Assistant to CEO/Leadership Project Manager, 2001-2019

- Maintained and coordinated daily activities of the CEO.
- Scheduled appointments, created itineraries, meeting management, conference calls and weekly staff meetings.
- Planned and coordinated quarterly board meetings, prepared agendas, collected and compiled meeting materials.
- Managed the Bylaws and policies & procedure review process.
- Arranged hotel and travel accommodations for Board of Directors.
- Collaborated with hotel and restaurant event planners for out-of-town meetings.
- Travelled with the Board to meetings, recorded, transcribed and distributed meeting minutes to meet target deadlines, and ensured action items were communicated to the CEO.
- Processed expense reports for the CEO and board members throughout the year.
- Updated and monitored the PRSA Web site using a content management program.
- Coordinated and participated on conference calls with committee members.
- Had fiscal responsibility of executive department budgets.

Skills: Proficient in Office 365 Microsoft Word, Excel, Access, Outlook and PowerPoint • Scheduling and Calendaring
Microsoft Teams • SharePoint • Google Suite • Mail Chimp • Constant Contact • Minute Taking • Typing: 95 wpm
Certification in Microsoft Suite, Certified Professional Life Transition Coach (IPEC)

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Skills Summary

- Association management
- Marketing communications
- Data management
- Meeting and event planning
- Hotel, restaurant, and event budget negotiation
- Fundraising
- Governance
- Project coordination and management
- PowerPoint presentations
- Committee and task force management
- Food and beverage
- News releases
- Web copy and content management
- Customer orientation.

My Btlr LLC, Alpharetta, GA

Remote Virtual Assistant, November 2021 to present

- Manage and monitor business and personal calendars.
- Research and secure transportation, accommodations and activities for business trips and vacations.
- Prepare detailed travel itineraries.
- Research and secure qualified contractors and suppliers for household and business management.
- Organize special events.
- Schedule appointments and meetings.
- Research and purchase the gifts and make restaurant reservations.

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