

Amanda Pessy

Los Angeles CA

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Summary

Strategic and results-driven professional with expertise in business operations, project management, and large-scale event execution. Skilled in developing and implementing systems that enhance efficiency, optimize workflows, and drive revenue growth. Collaborates closely with the CEO to execute strategic initiatives, streamline operations, and scale business efforts. Proven ability to oversee client relations, coordinate high-impact events, and implement strategies that enhance engagement. A proactive leader with a passion for creating seamless processes and delivering exceptional experiences.

Skills

- Executive & Administrative Assistance,
- Calendar Management & Scheduling,
- Organization & Attention to Detail,
- Decision-Making & Problem-Solving,
- Contracts & Documentation,
- Excellent Written & Verbal Communication Skills,
- Event Coordination & Logistics,
- Presentation Design & Visual Storytelling,
- Stakeholder & Vendor Management,
- Budgeting & Expense Management,
- Financial Documentation & Reporting,
- Time Management & Prioritization,
- Results-Driven & Proactive Approach,
- Confidentiality & Discretion.

Experience

General Manager / Executive Assistant, 10/2022 — Current

Authentic Training | CA — Los Angeles

- Played a pivotal role as the CEO's right hand in spearheading the successful launch of the company. Collaborated closely with the CEO to develop and execute strategic initiatives, ensuring alignment with overall business objectives.
- Planned and executed a six-stop, high-ticket tour across six states, managing a detailed 2-3 day schedule for each stop, with an average of 200 guests per event, that grossed over \$400,000.
- Managed all financial aspects of the multi-state tour, including budgeting, forecasting, expense tracking, and expense reports.
- Successfully performed post-event settlement reconciliation, ensuring accurate and timely processing of financial transactions.
- Managed Travel & Expense (T&E) Processing and Corporate Card Program, overseeing and booking employee and talent travel, compliance, reimbursements, and expense automation via Concur and Gusto. Led card issuance, spending controls, transaction monitoring, and reconciliations to ensure financial transparency and cost optimization, achieving a 15% reduction in travel and expense costs.

Executive Assistant, 01/2019 — 10/2022

Knockstar University — Los Angeles

- Managed operations and provided executive support to the CEO of Knockstar, a leading online training and coaching company specializing in sales development.
- Managed the CEO's calendar, scheduling meetings, coordinating travel arrangements, booking flights and accommodations, and handling day-to-day administrative tasks to ensure seamless operations.
- Managed wide range of financial aspects of running the business, including salaries, bills, reimbursements, invoicing, and income tracking.
- Facilitated weekly coaching calls to provide comprehensive support and guidance to clients, ensuring their needs were met and their goals were effectively addressed.
- Reported event updates, competitions, and other activities to the social media team and website, monitoring engagement and responses to ensure timely and accurate communication.

Education and Training

09/2016 New York Film Academy — Los Angeles, CA

BA in Fine Arts

- As a highly organized and detail-oriented professional, I have a passion for producing and bringing creative projects to life. With experience in film production and event planning, I excel at coordinating all aspects of a project, from pre-production to postproduction, to ensure a seamless and successful outcome.