



# Lynda Rae Madaghiele

Cell + Text [480-495-7153](tel:480-495-7153)

Email [Lyn@GreatCardsAndVirtualAssistance.com](mailto:Lyn@GreatCardsAndVirtualAssistance.com)

Website [GreatCardsandVirtualAssistance.com](http://GreatCardsandVirtualAssistance.com)

**Your business will thrive with greater efficiency as the result of my outstanding detail-oriented virtual administrative and customer support services.**

## Experience

- Virtual assistant: **12 years**
- Onsite administrative & executive assistant: **26 years**
- Volunteer coordinator for worldwide convention: **10 years**
- Private business college instructor: **9 years**
- Stress management facilitator and instructor: **10 years**
- Self-employed: **27 years**

## Skills

- Virtual assistance
- Microsoft Office PC software
- Onsite event support
- Relationship & appreciation marketing
- Proofreading & editing
- Database maintenance
- Written & verbal communications
- English grammar and punctuation
- Transcription, typing, spreadsheets
- Project coordination
- Meticulous attention to detail
- Internet research
- Team player
- Self-starter, self-directed

## Education:

**Certified Stress Management Facilitator & Instructor:**

3 in 1 Concepts; Burbank, California

**Post-graduate studies in instruction:**  
**Northern Arizona University Extension;**

Phoenix, Arizona

**B.S., Business Education:**  
**Oklahoma State University;**  
**Stillwater, Oklahoma**

## Virtual Assistant, Team Member

**Open Sky Sales and Marketing; Phoenix, Arizona**

Provide virtual and onsite project support for expos; prepare Excel spreadsheets, support documents and weekly status reports; proofread marketing materials, send customer service emails and make follow-up phone calls to exhibitors, provide training and coaching for team members, write PA announcements and emcee scripts, collect post-event feedback from participants, participate in team calls and planning.

## Co-owner, Coordinator, Facilitator , and Administrator

**Lynray, Inc.; Sioux Falls, South Dakota**

Provide project support for speakers and workshops; proofread and edit books, marketing, and workshop materials; maintain databases, lead and coordinate wellness events, design and send greeting cards for relationship & appreciation marketing purposes, perform basic website edits and social media posts, transcribe audio and video files, type documents, perform basic accounting and daily organizational operations.

## Relationship & Appreciation Marketing Consultant, Affiliate, and Virtual Assistant

**SendOutCards; Salt Lake City, Utah**

Perform daily operations of the business including management, customer service, database management, computer-based design of greeting cards and card campaigns, virtual assistance for customers to help with their relationship & appreciation marketing efforts.

## Executive Assistant

**American Express TRS Co.; Phoenix, Arizona**

**Genesis SE Project, Strategic Business Systems Development**

Provided administrative support for vice president and 80 team members; initiated and conducted special interactive stress reduction talks & demos for team meetings and individual coaching.

**Instructor, Administrative Assistant**

**National Education Center; Phoenix, Arizona**

Taught wide variety of adult education business and secretarial courses; assisted with student / teacher course scheduling, maintained students' academic records and computerized attendance, coordinated graduation exercises.

**Various Instructor, Curriculum Consultant,**

**Assistant Director, and Administrative support positions**

**Apollo Education Corporation; Phoenix, Arizona**

**Adelphi Business College; Phoenix, Arizona**

**The Lamson Colleges; Glendale, Arizona**

**Glendale Union High School District; Glendale, Arizona**

**Buena High School; Sierra Vista, Arizona**

**Purdue Alumni Association; Lafayette, Indiana**

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