

# Audrey Facemire

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## Senior-Level Executive Assistant

Personable Senior-Level Executive Assistant with more than 15 years of experience in executive support, calendar and schedule management, event planning, and professional communications. Proven record of directing daily administrative operations, coordinating training for cross-functional teams, providing support from remote locations, and collaborating across organizational levels on projects. Expertise in designing presentations, drafting executive correspondence, and editing company documents and web content. Demonstrated history of managing organizations from ground up, including digital technology integration, web design, financial planning, market research, and process improvements. Expert in MS Office, iWork, Google Drive, Adobe Creative Suite, QuickBooks, HTML, webinar applications, and WordPress, in both Mac and PC OS.

- Administrative/Executive Support
- Remote Office Operations
- Stakeholder Communications
- Presentations and Correspondence
- Project Management
- Travel Arrangements
- Event and Meeting Planning
- Web Design and Maintenance
- Technology Integration
- Calendar/Schedule Management
- Process Improvements
- Training and Staff Development

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## PROFESSIONAL EXPERIENCE

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### AUDREY LORENE & CO., Berryville, VA

2006 – Present

#### *Virtual Executive Assistant and Operations Manager*

Provide virtual administrative support to diverse executive clients. Manage calendars and schedules, coordinate domestic and international travel, prepare professional presentations, and draft and edit correspondence for executive teams. Direct event planning and meeting coordination, acting as liaison to all stakeholders and vendors. Establish and cultivate relationships with business partners, clients, and team members. Manage projects through full project life cycle.

- Built organization from ground up, including web design and marketing strategy, and relationship building.
- Sustained business through effective client retention, referral business, and strategic partnership growth.
- Identified process improvements for client organizations to help streamline administrative operations.
- Developed operating budgets and tracked expenses to ensure adherence to budgetary parameters.
- Designed website and web content for companies, including reviewing SEO efforts to increase traffic.
- Conducted market research as part of ongoing business development and strategic planning efforts.
- Provided comprehensive technical troubleshooting to contractors and clients for both Mac and PC applications.

### ACA/INDEPENDENCE AIR, Dulles, VA

2001 – 2005

#### *Pilot Training Coordinator*

Managed training calendars for team of 50, ensuring all training goals were met and that 24x7 training schedule was organized and conflicts were resolved in a proactive manner. Collaborated with leadership team on training program rollouts, communication of training requirements to team members, and integration of technology to track progress.

- Created complex tracking system to monitor training goals and schedule seminars as part of recurring training program.
- Reduced operating costs by millions of dollars through identifying and implementing process improvements.

**Career Note:** Additional experience as Administrative Assistant for multiple organizations, including First Union National Bank, United Airlines, and Nordstrom.

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## EDUCATION

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**Certificate in Web Development**, Northern Virginia Community College

**Undergraduate Coursework in Graphic Design**, The Art Institute of Pittsburgh

**Undergraduate Coursework in Psychology**, George Mason University