

Ericka Seward

Professional Administrative Services

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🌐 www.agapeadminsolutions.com



Entrepreneurial Experience

Proprietor

Agape Administrative Services

2017 - Present

- Assist individuals, business owners and organizations with clerical and administrative tasks.
- Creates promotional graphics, infographics and marketing materials using Canva for flyers, event programs, forms, etc.
- Provides business writing services including resumes, letters and business/project plans utilizing Microsoft Word.
- Update website and promotional documents for community organizations and provide volunteer event assistance.

Project Manager

Demeter Logistics

2020 - Present

- Coordinates team events and All Company meetings
- Interfaces with employees and management in a courteous and professional manner and provides general assistance regarding Demeter policies and procedures
- Assists C-level leadership on processes and procedures related to new hire onboarding, emergency evacuation plan and other projects as assigned.
- Utilize Extensis ATS to record new job postings and correspond to management regarding employee candidate updates.

Executive Assistant

Black Complex/Louisville Juneteenth Festival

2021 - Present

- Coordinate Event logistics including creating festival site map, completing permit applications and communicate with vendor contacts.
- Create and order all festival event signage, supplies, and onsite management.
- Develop team process and procedures for handling tasks related to festival events.
- Prepare and monitor event budgets and project plan using Microsoft Excel.

Skills and Abilities

- ATS & CRM Software
- Building project and event plans
- Customer Service and detail-oriented
- Excellent organizational, communication and problem-solving skills
- Highly proficient in Microsoft Office applications such as Microsoft Excel Powerpoint, and Word
- Multitasking various projects simultaneously
- Unique ability to perform and coordinate several tasks simultaneously

Education

Sullivan University/ Louisville, KY

Bachelors Degree 2004

Business Administration
Concentration: Marketing

Associates Degree 1997

Computer Science
Concentration: PC Support

- Secretary of Phi Beta Lambda organization
- Work Study Library Assistant
- Seasonal & Substitute Front Desk Receptionist