



KENESHA REED

VIRTUAL ASSOCIATE



I am a Professional Performing Artist with several years of experience in Office Administration and Development work for both non-profit (artistic) and corporate settings. My core area is Administration.

SPECIALIZATIONS

- Project Research and Management
- Domestic & International Travel Arrangements
- Email and Calendar Management
- Hospitality for Clients

WORK EXPERIENCE

Administrative Specialist

2009 TO 2021

- Provided direct support to CEO and company staff by overseeing all business inquiries, calendar meetings, and client needs.
- Assisted with client retention by implementing thorough project research and management practices for various contracts.
- Rejuvenated client and donor engagement through the development of quarterly newsletters and social events.
- Wrote and filed over 100+ subpoenas, affidavits, and vehicle reports. Edited and closed 50+ case files.

EDUCATION BACKGROUND

The Boston Conservatory at Berklee

M.F.A MUSICAL THEATER PERFORMANCE
(2018)

Spelman College

B.A DRAMA WITH A CONCENTRATION IN
DANCE (2013)