



KHALILAH HARMON

VIRTUAL ASSOCIATE



A well-rounded and highly organized Administrator with over 13 years of experience in Program Management and Employment Coordination focusing on Calendar, Event and Travel Management; Budget Planning and Reconciliation; and Executive-level administrative support.

SPECIALIZATIONS

- Program Management
- Human Resources Support
- Conference and Event Logistics
- Customer Service

WORK EXPERIENCE

Executive-Level Administrative Support Specialist

2007 TO 2021

- Provides C-level support to Program Directors and Auxiliary Staff.
- Manages all administrative aspects of the Medical Education training programs.
- Supervises and mentors the Program Support Staff and students on policies and curriculum.
- Oversees the annual budget and travel arrangements.
- Plans program-related events and conferences.
- Proctors annual examinations and submits yearly reports.

EDUCATION BACKGROUND

**KELLER GRADUATE SCHOOL OF MANAGEMENT,
CHICAGO, IL**

MBA, 2003

**UNIVERSITY OF ILLINOIS,
URBANA, IL**

BA IN SOCIOLOGY, 1998