



NAOMI SUGUITAN

VIRTUAL ASSOCIATE



I am an integrative thought partner and designer with over 10 years of experience in the non-profit sector, programming, and marketing. My core areas are Administrative and Operations.

SPECIALIZATIONS

- Project Management
- Business Operations
- Graphic and Web Design
- Digital Marketing and Management

WORK EXPERIENCE

Administrative Support

2017 TO PRESENT

- Create standard operating procedures to serve clients and increase distribution efficiently.
- Conduct team-wide meetings remotely to increase employee and volunteer engagement within the organization.
- Provide visually appealing reports, slide decks, event collateral, and more for internal and external purposes.
- Manage multiple team inboxes, handling 25-50 emails per day across three departments.

Operations Manager

2018 TO PRESENT

- Manage fundraising campaigns using direct mail, social media, and funnel conversions to increase online giving.
- Direct a remote team of 50+ marketing, design, and writing volunteers to execute an integrated strategic communications plan using multimedia content for various online networks.
- Manage seasonal in-person events along with courses, programs, and podcast launches.

SOFTWARE SKILLS

- Adobe Creative Suite
- WordPress
- Squarespace
- Social Media
- Canva
- Google Suite
- ClickUp
- Asana

EDUCATION BACKGROUND

Vanguard University

Psychology [Bachelor of Arts]

Duke University

Digital Marketing [Continuing Education Certification]