



NAKETA WEST

VIRTUAL ASSOCIATE



I am an organized and resourceful Virtual Associate with over 12 years of experience in project management and development. I am solution-oriented individual who enjoys helping to improve project and organizational efficiency.

SPECIALIZATIONS

- Business Operations and Workflow Optimization
- Executive-Level Administrative Support
- Project Development and Management
- Policies and Procedure development
- People Management

WORK EXPERIENCE

Project Coordinator

2021 TO PRESENT

- Support the development of the artificial intelligence platform to track digital skill needs and trends.
- Organize recruitment, interviews, online training and certification for 50 youth and over 12,000 Teachers across the Caribbean.
- Coordinate services and execute events for in-person launches, summits, policy workshops, feedback sessions and regional and international webinars, meetings and interviews.
- Manage projects with a budget of USD\$102,000 and procurement of goods and services for the project.
- Develop and manage the project implementation schedule and keep on track with tasks through emails and calendar reminders.
- Liase with project stakeholders and provide regular updates to the team lead.

Manager of Foundation

2018 TO 2021

- Designed, implemented and reported on the annual operational plan and budget of USD\$360,000.
- Coordinated all ad hoc and quarterly Board and sub-committee meetings and produce minutes and board documents.
- Introduced four new interventions, administered and managed them alongside the organisations 6 standing projects and volunteer activities impacting 250,000 lives.

SOFTWARE TOOLS

- Microsoft Suite
- Microsoft Projects
- Zoom
- Google meet
- Canva
- Prezi
- Asana
- Mentimeter
- Google calendars
- Smartsheet

EDUCATION BACKGROUND

University of the West Indies, MSc. Clinical Psychology
Project Management Institute, Project Management Professional (PMP)