

BIANCA EDWARDS

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Project Management | Executive Assistant | Quality Assurance

PROFILE SUMMARY

Results-driven Project Lead with over 10 years of experience in successfully delivering projects and programs, leveraging a strong foundation as an executive assistant. Proven track record of leading cross-functional teams, optimizing resources, and driving projects to successful completion within scope, time, and budget constraints. Adept at developing and implementing project plans, risk management strategies, and communication protocols, ensuring alignment with organizational goals and objectives. Track record of relentless commitment to quality, efficiency, and stakeholder satisfaction, with proven ability to streamline processes, optimize resource allocation, and mitigate risks, ensuring projects are completed on time and within budget.

CORE QUALIFICATIONS

Agile Project management | Administrative support | Budget management | Resource allocation | Task prioritization | Team coordination | Time management | Risk assessment | Quality control | Communication skills | Problem-solving | Analytical skills | Reporting & Planning | Documentation | Meeting facilitation | Stakeholder management | Process improvement | Attention to detail | Multitasking | Metrics Tracking | Risk Management | Adaptability | Strong Communication | Accountability & | Decision Making

TECHNICAL SKILLS

Microsoft Suite | Outlook | Google Suite | QuickBooks | Slack | Adobe Reader, Photoshop & Illustrator | AirTable | Asana | Trello | NetSuite | HubSpot | DropBox | Zoom | LastPass | Expensify | Confluence | Jira | Concur | LucidCharts | Salesforce

PROFESSIONAL EXPERIENCE

PLUTO TV/PARAMOUNT + | LOS ANGELES, CA.
EXECUTIVE ASSISTANT - CONTRACT

February 2023 – October 2024

- Organized multiple dynamic calendars for the VP of Global Content Operations and SVP of Finance, ensuring smooth scheduling of meetings, marketing activities, interviews, and appointments.
- Spearheaded the successful integration of Asana across two departments using Agile methodologies, fostering cross-functional collaboration and streamlining processes for major projects, ultimately increasing efficiency and project success rates.
- Managed and optimized event budgets for clients, including venue selection and contract negotiation, consistently staying within 100% of budgetary limits, demonstrating a keen ability to deliver cost-effective, high-impact events.
- Managed confidential financial documents and vendor invoice processing, ensuring secure and precise financial data management.
- Implemented new tools and processes, promoting effective communication and collaboration, increasing efficiency and project success rates.

20MM | LOS ANGELES, CA.
EXECUTIVE ASSISTANT/OFFICE MANAGER - CONTRACT

May 2022 – September 2022

- Coordinated the complex schedules of the CEO and COO, ensuring seamless coordination and timely execution of their commitments.
- Developed a data migration program and project management procedures across multiple databases, achieving a \$3,000 annual reduction in license expenses.
- Resolved a six-month backlog of disorganized records and billing issues by conducting thorough research and correcting invoicing and journal entry errors, restoring financial accuracy.
- Handled extensive administrative tasks, including travel coordination and meticulous expense tracking, ensuring timely invoicing and payments, thereby enhancing overall operational efficiency.
- Streamlined office operations by optimizing administrative processes, leading to improved accuracy and timeliness in financial and logistical functions.

DELTATRE | LOS ANGELES, CA.
OFFICE MANAGER - CONTRACT

September 2021 - April 2022

- Refined office policies and procedures, enhancing collaboration with HR, Talent Acquisition, Finance, and US-based employees.
- Oversaw management timelines, probation periods, contract renewals, terminations, promotions, and salary increases, ensuring timely and accurate resolution of queries.
- Coordinated travel arrangements and managed expenses with meticulous attention to detail, ensuring accurate invoice tracking and payment processing while handling diverse administrative responsibilities.
- Planned and executed around 15 annual special events, ensuring successful organization and implementation.
- Streamlined administrative workflows and optimized operational efficiency, significantly contributing to a more productive and cohesive work environment.

MOIJEAN | LOS ANGELES, CA.
EXECUTIVE ASSISTANT

June 2020 - September 2021

- Developed training programs, compensation structures, benefits packages, incentives, and new-employee orientation, significantly contributing to the successful launch of Moijeau.
- Acted as the primary liaison with vendors and contractors alongside the Design Director, ensuring efficient communication and fostering strong partnerships, which positively impacted project outcomes.
- Coordinated the delivery of raw materials and managed e-commerce inventory through Shopify, enhancing supply chain efficiency and reducing operational disruptions.
- Directed social media management and devised impactful advertising campaigns, leading to a substantial increase in brand exposure and engagement, ultimately driving sales and market presence growth.
- Optimized administrative workflows and facilitated cross-functional team coordination, improving project efficiency and team collaboration.

HELZBERG DIAMONDS | COLUMBIA, MARYLAND / SAN DIEGO, CA.
OFFICE MANAGER

January 2018 - May 2020

- Enhanced overall office efficiency by leading workflow optimization initiatives, significantly boosting productivity.
- Analyzed daily productivity metrics, identified improvement opportunities, and implemented solutions to eliminate operational bottlenecks, fostering a more productive environment.
- Facilitated smooth and professional interactions with vendors and clients, strengthening business relationships and streamlining operations.
- Processed invoices, managed payroll, handled contracts, and maintained database systems, ensuring seamless business operations.
- Reduced operational costs by 20% through resource allocation optimization and the refinement of administrative processes.

UNITED STATES NAVY
INTERIOR COMMUNICATIONS - PETTY OFFICER

September 2013 - September 2017

- Streamlined inter-departmental communication by coordinating schedules for multiple department heads, resulting in a 15% boost in operational efficiency.
- Executed over 10 complex projects concurrently, ensuring timely completion and adherence to stringent Navy standards.
- Handled sensitive nuclear correspondence for the Combat Systems Officer with 100% precision, maintaining full compliance with Navy protocols.
- Implemented enhanced scheduling and coordination processes, reducing project delays by 20% and improving overall mission readiness.

EDUCATION & CERTIFICATION

- Bachelor of Creative Industries - Fashion Institute Of Design And Merchandising, Los Angeles, CA
- Bachelor of Business Management - Saint Leo University, Saint Leo, FL.
- Google Project Management Certification