

MELISSA J. SWEENEY



(925) 222-2029

REMOTE EXECUTIVE SUPPORT SERVICES



melissa@sweeney-consulting.com

Admin | Management | Partner

EDUCATION

MASTER'S DEGREE (M.A.)

Marriage & Family Therapy
Syracuse University

BACHELOR'S DEGREE (B.S.)

Family Social Science
University of Minnesota-
Twin Cities

CERTIFICATIONS

Community Mediation
Cooperative Conflict Resolution

SKILLS

Leadership
Sales & Marketing
Project Management
Mentoring & Supervision
Executive Assistance
Personal Assistance
Travel Planning
Customer Service
Interpersonal Communication
Website Planning / Review
Event & Course Planning
Program Development
Budget Management
Database Management
Critical Thinking
Diplomacy
Multi-Tasking
Diversity & Inclusion
Conflict Resolution
Loyalty

SUMMARY

Busy executives are most successful when they have reliable support, allowing them to work more ON their business than IN it. Count on my 18+ years of organizational leadership and management experience to help your projects and your businesses thrive.

PROFESSIONAL EXPERIENCE

ORGANIZATIONAL SUPPORT EXPERT

Sweeney Consulting
Pittsburg, CA (2019- Present)

Remote executive support for entrepreneurs, organizations, and businesses including but not limited to project management, marketing, website planning and review, event planning and promotion, and curriculum/program design and development.

DIRECTOR

StirFry Seminars & Consulting, Inc.
Berkeley, CA (2006 - 2019)

As Director of this high-profile diversity training company, I managed the day-to-day operations, headed up marketing and sales, provided key executive assistance and partnership, and supervised all employees and independent contractors. Key accomplishments include:

- Planned 75+ workshops and events nationwide each year.
- Administered proprietary certification programs.
- Served as primary filming production coordinator of the documentary, *If These Halls Could Talk*.
- Organized broad-based marketing campaigns such as, "A National Dialogue on Race," and "An Unfinished Conversation."
- Led a restructuring effort that saved the company \$75K annually.
- Facilitated major growth in seminar sales, providing the company with an end-of-year surplus that paid for an entire office renovation.

EDUCATIONAL COORDINATOR/BUDGET MANAGER

International Center for Cooperation & Conflict Resolution (ICCCR)
Teacher's College, Columbia University
New York, NY (2002 - 2006)

Starting as the Educational Coordinator, where I provided executive assistance and academic counseling and support, I received a promotion after stepping up to take on departmental budgets. Key accomplishments include:

- Administered Conflict Resolution Certification Program.
- Assisted with conflict resolution trainings at the UN Office of the Secretariat.
- Served as primary event coordinator for the *Interrupting Oppression Conference*.
- Facilitated conversation groups at the *Educational Equity Conference*.