

# MYRNA BACURIN

## VIRTUAL EXECUTIVE ASSISTANT

Huntington Beach, CA 92646  
mbacurin@acsventures.com

### PERSONAL PROFILE

A dynamic, resourceful and energetic individual who is comfortable with being the 'go to' person for anything related to the smooth running of an office. Experienced in providing full secretarial, administrative and office management support to senior staffs; having a proactive and flexible approach to juggling many different priorities, and able to work autonomously and take ownership of all aspects of a task or project.

A highly competent, motivated and enthusiastic executive assistant with experience of working as part of a team in a busy office environment. Approachable, well presented and able to establish good working relationships with a range of different people. Possess vast experience preparing cash-flow statements, income statements, balance sheets, budget reports and payroll; software proficiencies which include MS Office Suite, Adobe Acrobat and Illustrator, QuickBooks & Peachtree/Sage.

### CORE SKILLS AND EXPERTISE

- |                              |                          |                           |
|------------------------------|--------------------------|---------------------------|
| ▪ Human Resources Assistance | ▪ Reception Support      | ▪ Filing                  |
| ▪ Office Administration      | ▪ Client Relations       | ▪ Property Management     |
| ▪ Resource Planning          | ▪ AP/AR                  | ▪ Scheduling              |
| ▪ Presentation               | ▪ Payroll Administration | ▪ Reporting/Documentation |
| ▪ Team Work                  | ▪ Ordering/Stocking      | ▪ Site Acquisition        |

### EMPLOYMENT EXPERIENCE

#### Virtual Executive Assistant Executive Assistant

2010 - 2017

*Manage multiple companies for one individual; maintain and prioritize daily tasks and projects including: scheduling appointments, booking travel, expense reports and handling personnel matters for Owner.*

- Manage business and personal calendars including extensive domestic and international travel arrangements.
- Handle financial information and records including credit card reconciliations and personal insurance management; processing expense reports and invoices for payment
- Implement processes and procedures that increase operational efficiency; produced high-level communications ranging from highly confidential to policies and procedures.

#### Property Manager/Site Acquisition Consultant The Consulting Group, Inc.

- Managed existing wireless telecommunications facilities including vendors, bookkeeping, AP/AR.
- Identified potential wireless site locations, worked with local jurisdictions on permitting, etc.
- Completed colocations with new carriers on existing sites; Assembled and submitted candidate packages for client approval.
- Charged with bookkeeping, vendor maintenance and modification implementations.
- Responsible for contacting and negotiating with vendors; obtained bids and managed capital improvement projects.
- Ensured that all property reporting was completed in a timely manner (i.e., financial reports).

**Property Manager**

**Jeffrey Building, LLC & L.B. Villas, LLC**

- Managed corporate real estate building (bookkeeping, vendor management, rent receipt/tracking, tenant relations)
- Provided customer service to tenants resolving any issues that occurred and ensured maintenance completes service requests.
- Increased revenue while maintaining controllable expenses including revenue collections and delinquency control.
- Managed 16-unit multi-use (residential/commercial) property (bookkeeping, vendor management, rent receipt/tracking, etc.)
- Supervised leasing and maintenance staff including delegating work, reviewing work, maintaining deadlines, training and scheduling.

**Office Manager**

**2008 - 2010**

**Branded Garage Systems**

*Responsible for answering customers calls in a timely manner and guaranteeing high level of customer service; directed inquiries to designated personnel.*

- Provided exceptional customer service while maintaining timely and effective resolutions to patient inquiries; handled all incoming and outgoing correspondence.
- Performed clerical duties, such as scheduling appointments and updating appointment calendars. Maintained clients' accounts by obtaining, recording, and updating personal information.
- Maintained business office inventory and equipment by checking stock to determine inventory level. Managed daily office operations and maintenance of equipment.
- Responsible for handling the fundamental aspects of employee payroll, financial recordkeeping, including recording financial transactions, managing accounts payable, and reconciling bank statements.

**Planning Administrator**

**2005 - 2010**

**Site Management Services**

*Worked with multiple jurisdictions to obtain planning approval for proposed cell sites, as well as modifications on existing sites.*

- Reviewed the quality and completeness of site specific documentation
- Tracked progress on all open transactions; completed collocation applications and associated documents.
- Prepared, submitted and obtained land use entitlement applications which included presentations before governmental or architectural review boards.
- Assisted the administration, planning, operations, and work of consultants and subcontractors.

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**PRIOR EXPERIENCE**

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• **Office Manager**

**2003 - 2005**

Fenestration Systems, Inc.

• **Colocation Consultant**

**1997 - 2003**

The Consulting Group, Inc.

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**EDUCATION HISTORY**

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**Riverside Community College**

- Associate of Arts
- Associate of Science