



ANGELA WERTMAN

Director of Operations

CONTACT

✉ angela.m.wertman@gmail.com

☎ (267) 908-4486

🌐 www.angelawertman.com

🌐 [linkedin.com/angelawertman](https://www.linkedin.com/company/angelawertman)

EDUCATION

**BACHELOR OF ARTS:
PROFESSIONAL WRITING**
Pennsylvania State University -
Berks Campus

FEATURED SKILLS

Microsoft Office Suite (O365)
Salesforce
Slack
Buffer/Hootsuite
Canva
G Suite
LinkedIn Recruiter
Mailchimp
Wordpress & Squarespace

SOCIAL

📘 [fb.me/wertman](https://www.facebook.com/wertman)

📷 [@angelawertman](https://www.instagram.com/angelawertman)

🐦 [@angelawertman](https://twitter.com/angelawertman)

ABOUT

I am a motivated, empathetic, and detail-oriented professional with exceptional organizational skills and a solid work ethic. With over fifteen years experience providing executive level support to small business owners, my passion is to contribute, solve problems, and make a difference on a daily basis. I keep up to date with constantly evolving technologies and have a proven track record of managing multiple projects simultaneously while successfully supporting daily operations. I also think I am pretty fun to work with.

CORE COMPETENCIES

Business Development
Marketing and Outreach
Full-cycle Recruiting
Calendar & Email Management
Social Media Management
IT Administration

Contracts/Finance Management
Event Planning/Travel Planning
Conferences & Trade Shows
Special Projects Management
High-level Executive support
Sales Pipeline Management

EXPERIENCE

DIRECTOR OF OPERATIONS

Blue Raster | Nov 2016 - Present

Remote/Arlington, VA

- Multiple positions over the years. Manages daily operations through collaboration with owners and senior management, performing an array of administrative tasks on an operational, tactical, and strategic level.
- Successfully introduced and implemented a new in-house recruiting process.
- Oversees all Human Resource functions: recruiting, new hire onboarding, benefits, payroll, organizational structuring; facilitate conflict and resolutions.
- Assists with website updates; created a new recruiting-focused website; Edits and writes blog posts; creates and curates content for major social media platforms.
- Manages sales pipeline reporting and assists with business development efforts in Salesforce; transitioned our project managers from Group to Professional Edition.
- Assists with high-level business development and marketing efforts. Helps nurture relationship with Esri and other GIS partners.
- Oversees conference planning, trade show management, and company events.
- Represents Blue Raster at conferences in our expo booth and at events.
- Helps facilitate IT initiatives from vendor research stage to company roll-out.
- Manages Principal's busy calendar; proactively anticipates changes & conflicts.
- Supports project managers with sales assistance; submits proposals, contracts, and other operations paperwork.
- Drive, execute and complete projects that don't clearly fall within a department.

ADDITIONAL EXPERIENCE

VIRTUAL ASSISTANT

Worldwide 101 | Nov 2015 - Nov 2016

Remote

- Worked with multiple clients to provide executive level support to founders and presidents of companies in many different industries.
- Maintained open communication with clients in different locations and time zones.
- Supported calendar and email management.
- Sourced candidates and conducted phone screens and reference checks.
- Created position descriptions and researched best job boards based on targeted audience.
- Managed sales pipelines and created reports in Salesforce.
- Managed social media content and scheduling.
- Assisted with conference and trade show planning and booked travel arrangements.
- Designed graphics for social media and marketing campaigns, edited blog posts and website content.
- Built strong working relationship with my client, Blue Raster, and was hired directly to be their employee.

EXECUTIVE ASSISTANT

Bennet Consulting | Oct 2014 - Mar 2016

Remote/Washington, DC

- Worked closely with the principal to create new ways to improve efficiency and streamline candidate searches.
- Performed varying administrative duties as needed.
- Maintained large database of candidates in Jobsience and LinkedIn Recruiter.
- Organized contacts and information into meaningful categories.
- Researched to find new and qualified candidates, using both LinkedIn and legal marketing websites.
- Formatted position descriptions, resumes, client proposals, emails, and submissions.
- Handled both incoming and outgoing correspondence for the principal with discretion and confidentiality.
- Managed calendar and scheduled client calls and interviews.
- Followed the full cycle of a search and kept track of progress and candidate status.

OFFICE MANAGER

Keystone Mid-Atlantic | Apr 2011 - Apr 2015

Cheltenham, PA

- Served in a multi-functioning role within company, handling a wide array of duties.
- Managed the President's travel and appointments.
- Worked in both Excel and Salesforce to create a large database of leads and contacts and organized them into meaningful lists.
- Worked with both manufacturers and customers, followed quotes to purchase order and delivery phases.
- Handled GSA pricing and orders.
- Supported twelve traveling salespeople with everything from account management to travel plans.
- Arranged trade show events and coordinated materials and personnel.
- Assisted with recruiting of additional office staff.
- Designed flyers and sales material for new products and promotions.
- Created new WordPress website and Facebook page.

EXECUTIVE ASSISTANT

Protect-A-Bed | Jun 2004 - Jan 2011

Haverford, PA

- Quickly became a trusted assistant to the CEO and managed a variety of his business and personal affairs.
- Frequently called upon to make decisions and execute plans while the CEO was traveling.
- Effectively managed the top customer accounts by handling accounts receivable issues, purchase orders, annual contracts, pricing negotiations, and rebate and incentive programs. (QuickBooks, Sage, Excel)
- Provided support to the CFO and entire sales team by creating various sales analysis reports.
- Organized and planned many corporate functions, including trade shows, company sales/training, events, charity events, and international customer trips.
- Managed many other aspects of the business, including FDA registration, product safety testing, Better Business Bureau membership, and charity donations.
- Assisted with hiring and managed additional office staff.
- Ensured that day-to-day operations ran smoothly in the office.
- Managed calendars and email correspondence for CEO.