

Artra W. Rice-Nelson

✉ artrarice@gmail.com

☎ (918) 934-0055

📍 Los Angeles, CA 90018

🌐 www.artrarice.com

Experience

Resourceful professional with 10+ years of experience supporting government, legislative, military, and private sector operations. Skilled in executive support, cross-functional coordination, and data tracking, with a strong focus on operational efficiency, communication, and process improvement. Combines military precision with administrative and analytical expertise to support strategic priorities.

Administrative Specialist III | City of West Hollywood | Contracted through HB Staffing

Feb. 2026- Present

- Provides administrative and operational support in a fast-paced municipal environment.
- Manages service requests in Accela, ensuring accuracy and timely processing.
- Responds to high-volume communications with residents, businesses, and internal teams.
- Maintains organized records and documentation for compliance and efficiency.
- Tracks workflows and supports daily operations using Accela, EP&L, and Qminder.
- Collaborates across departments to support division programs and initiatives.
- Analyzes and organizes invoice data to support financial tracking and compliance.

Executive Assistant, Boyd Street Venture Capitalist

May 2023- Aug. 2023, SEASONAL

- Provided high-level support to executive leadership and investor relations teams.
- Managed scheduling, internal communications, and business development logistics.
- Maintained professional, client-facing presence on behalf of senior staff.

KC-46 Program Office | United States Navy

Aug 2012 – Jan 2023

- Supported senior leadership with calendaring, communications, document tracking, and compliance.
- Delivered executive briefings and coordinated cross-functional updates.
- Managed travel, schedules, and personnel documentation for 300+ personnel.
- Served as SharePoint Site Manager and Records Custodian.
- Maintained classified and unclassified records in high-security environments.



Skills

- Correspondence generation and tracking.
- Travel coordination
- Calendar Management
- Office Management
- Onboarding and off boarding personnel
- Customer Service
- Event Planning
- Brand Storytelling
- Public Speaking
- Team Collaboration
- Strategic Planning

Education

UNIVERSITY OF OKLAHOMA | Bachelor of Arts, Public Relations

2023 - 2025

ROSE STATE COLLEGE | Associates, Political Science

2018 - 2020

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ADDITIONAL PROJECTS&CAMPAIGNS

Operations and communications professional with experience supporting government, legislative, and public-facing initiatives through strategic messaging, project coordination, and data tracking. Skilled in developing communications materials, managing digital platforms, and analyzing performance metrics to support program effectiveness and public engagement. Brings a strong foundation in organization, cross-functional collaboration, and results-driven execution across administrative and communications environments.

MEDIA & PRESS / DIGITAL ANALYST, OKLAHOMA HOUSE OF REPRESENTATIVES

March 2025- May 2025

- Managed communications and social media aligned with legislative priorities.
- Drafted newsletters, speeches, and press materials; improved public engagement.
- Coordinated events and tracked digital performance metrics.

CAMPAIGN STRATEGIST – PRSSA BATEMAN CASE STUDY, UNIVERSITY OF OKLAHOMA

October 2024- March 2025

- Led national campaign strategy for EveryLibrary; exceeded KPIs:
- 27% increase in awareness
- 115,000+ online engagements
- 537 followers and 311 email signups

CAMPAIGN STRATEGIST – PRSSA BATEMAN CASE STUDY, UNIVERSITY OF OKLAHOMA

Aug. 2024- Nov. 2024

- Developed a strategic recovery plan following a corporate crisis.



Skills

- Program Coordination
 - Data Tracking & Reporting
 - Process Improvement
 - Stakeholder Communication
 - Public Sector Operations
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