

Kate Kelly

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Professional Summary

Drawing on nearly 30 years of executive assistance and office management supporting C-suite level executives, brings exceptional organizational, communication, customer service, and stakeholder management skills. Accomplished Web/Graphic Designer and Virtual Assistant with 18+ years of professional experience delivering high-impact design solutions, website development, and administrative excellence. Proficient in industry-standard design tools and web technologies.

Core Competencies

Administrative & Business: Executive Assistance, Calendar Management, Project Management, Meeting Coordination, Bookkeeping, Travel Coordination, Administrative Support, Client Relations, C-suite Assistant

Software Proficiencies: Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat, Adobe XD, Dreamweaver), Microsoft 365, Google Suite, Figma, Slack, Shopify, FreshBooks

Design & Creative: Graphic Design, Web Design, Visual Communication, Photo Editing, Video Editing, Social Media Design, Branding, Layout Design

Web Development & Technical: HTML, CSS, Website Creation, WordPress, Squarespace, Responsive Web Design, Web Accessibility, Form Design and Validation

Professional Experience

C-Suite Executive Assistant/Freelance Web & Graphic Designer

ExecAssist, LLC | June 2007 – Present

Manage day-to-day client communications, proposal preparation, presentation support, and project timelines to ensure smooth delivery of services. Oversee administrative operations, including scheduling, document organization, and coordination between clients and internal teams, while also designing and developing custom websites using HTML, CSS, and WordPress. Create graphic design projects such as branding and marketing materials, and support outreach by developing and maintaining social media accounts with strategic content calendars.

- Create professional presentations using Microsoft PowerPoint and Google Slides.
- Perform bookkeeping tasks, including invoicing and payment reconciliation.
- Coordinate logistics for events and business meetings, including scheduling and vendor communication.
- Edit digital media assets, including photos and videos, to support marketing and client communications.

Executive Assistant/Office Manager

Dialogue Resource, LLC | Sept 2003 – June 2019

Provided comprehensive administrative support to CEO/President and managed office operations. Supervised administrative support team, ensuring efficiency. Processed and transcribed research group audio and video content. Generated statistical reports and analysis documentation. Maintained organized filing systems. Facilitated internal coordination and supported company operations.

- Streamlined office processes to enhance productivity.
- Developed statistical reports that improved decision-making.
- Enhanced filing systems, ensuring easy access to documentation.
- Coordinated internal communications for effective teamwork.

Administrative Assistant/Office Manager/Marketing Manager

Citizens for Patients' Rights | Aug 2000 – June 2003

Executed administrative tasks and coordinated office operations. Developed and submitted grant proposals, securing funding. Directed 501(c)(3) application process, achieving nonprofit status approval. Designed graphics for materials and communications. Planned fundraisers and managed meeting logistics. Represented organization at medical conferences. Coordinated stakeholder engagement and contact management.

- Secured grant funding through successful proposal submissions.
- Achieved nonprofit status, enhancing organizational credibility.
- Designed materials that improved communication effectiveness.
- Organized events that increased stakeholder engagement.

Executive Assistant

KPMG | June 1998 – June 2000

Provided comprehensive administrative support to three Senior Managers and multiple Managers within the State and Local Tax Department, managing complex calendars, domestic travel arrangements, client correspondence, expense reports, and phone coverage while maintaining organized filing systems and ensuring seamless daily operations.

- Created PowerPoint presentations and detailed reports for leadership meetings and client deliverables
- Drafted professional correspondence and handled client communications with discretion and accuracy.

Administrative Assistant

Family Centers Inc. | January 1995 – January 1998

Delivered comprehensive administrative support to the Vice President and team members while managing daily office operations. Oversaw administrative support staff to ensure efficient workflows, handled client communications and adoption record requests, and maintained organized filing systems to support seamless internal coordination.

- Streamlined office processes to boost productivity
- Enhanced filing systems for quick, easy access to documentation
- Coordinated internal communications to promote effective teamwork

Education

Associate in Applied Science – Advertising & Graphic Design | Wake Tech Community College

Associate of Arts – General Studies/Psychology | Indian Hills Community College

Technical Skills Matrix

Design Tools: Photoshop, Illustrator, InDesign, Acrobat, Dreamweaver, Adobe XD, Premiere Pro, Camtasia, Figma

Web Technologies: HTML5, CSS3, WordPress, Squarespace, Responsive Design, Web Accessibility (WCAG), Forms and Validation, WordPress, GitHub

Productivity & Business: Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams), Google Suite, Project Management, Calendar Management, Slack

Specializations: Graphic Design, Web Design, UX/UI Design, Adobe Certified Presentation Deck Design, Video/Audio Editing, Social Media Management, Website Customization, Cisco Certified Support Technician Networking (CCST Networking)

Key Achievements

- Supported C-Suite executives for over 25 years
 - Managed complex project timelines and deliverables for diverse clients simultaneously
 - Designed and launched custom websites using modern HTML/CSS and WordPress
 - Successfully obtained 501(c)(3) nonprofit status for community organization
 - Developed proficiency in current design standards and web technologies through continuing education
 - Cisco Certified Support Technician Networking (CCST Networking)
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Volunteering

FIRST Robotics, Boys and Girls Club, National Great Pyrenees Rescue

Portfolio & Additional Information

Website: katekelly.website (showcases design work and web development projects)