

812 North Mountain View Place ,
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(657)-248-0118

KILEY CONDON

EXECUTIVE ASSISTANT



PROFESSIONAL SUMMARY

Executive Assistant with over 7 years of diverse experience, excelling in roles that demand exceptional relationship building, computer literacy, and problem-solving skills. Demonstrated ability to enhance team efficiency, improve operational processes, and foster a positive work environment across various settings including: parks and recreation, administrative management, restaurant service, and home/childcare. Eager to apply a forward-thinking approach and project management expertise to support and streamline executive tasks, driving organizational success.

EMPLOYMENT HISTORY

JUN 2021 - PRESENT

Senior Park Aide, California State Parks and Recreation, Huntington Beach, Ca

- Improved park's reputation
- Enhanced visitor safety
- Boosted team efficiency
- Promoted a positive work environment
- Maintained pristine park conditions, ensuring all facilities met the high standards expected by California State Parks.
- Streamlined operational processes, markedly improving team productivity and park upkeep.
- Fostered a culture of excellence and teamwork, contributing to an all-time high in staff morale.
- Implemented new strategies for park maintenance, enhancing efficiency and aesthetics.
- Played a key role in boosting team morale, leading to improved performance and park reputation.

FEB 2017 - DEC 2023

Team Member, Lucille's Smokehouse Bar-B-Que, Brea, Ca

- Spearheaded team training at Lucille's Smokehouse Bar-B-Que, enhancing service quality
- Managed front desk operations, ensuring smooth workflow
- Coordinated with kitchen staff for efficient order processing
- Elevated guest satisfaction through exceptional service and training new staff.
- Mentored over 30 new staff, fostering a culture of excellence and teamwork.
- Boosted team efficiency, leading to a quicker table turnover rate.

JAN 2018 - JAN 2023

Childcare • Nanny, Mitchell Family, Whittier, Ca

- Led childcare responsibilities, ensuring a safe, growth-oriented environment
- Devised creative learning strategies to stimulate development
- Handled emergencies adeptly, always prioritizing child's wellbeing
- Managed daily care and educational activities for children, enhancing cognitive development.
- Fostered a nurturing environment, aiding in the emotional and social growth of children under care.
- Provided empathetic care, building strong emotional bonds with children.

EDUCATION

JUN 2021 - PRESENT

Fullerton College, Fullerton, Ca

SKILLS

Communication



Relationship Building



Computer Literacy



Project Management



SKILLS

Problem Solving



REFERENCES

Shanin Mitchell- Employer

MITCHELL FAMILY

📞 (626)-893-9170

Janda Chasse- Hiring Supervisor

CA STATE PARKS AND REC

✉ jandachasse@gmail.com

📞 (562) 392-0796

Elisabeth Ward- Supervisor

CA STATE PARKS AND REC

✉ elisabeth.ward@parks.ca.gov

📞 (714) -377-5691