



Profile for Nanci Bryson

Nanci served in the Navy for over 12 years. In addition, she has 15 years' experience as an Executive Assistant. She was onboard the USS NIMITZ for 10 months and understands "ship life". Nanci is assertive, and creative with excellent organizational, anticipatory and communication skills. She works well under pressure and understands the importance of how to support an Executive Team. She also excels in team environments; thrives on independent projects and situations; and has a strong work ethic and takes pride in her job performance. Nanci exercises initiative, good judgment, has a secret clearance and handles highly confidential/classified information. She has had excellent job performance appraisals and reviews during her career.

Core Competencies

Administration	Client Relations	Human Resources	Office Management
Event Planning	Customer Service	Leadership Training	Military (Yeoman)
Microsoft Office Suite	Privacy & Handling	Healthcare Admin	Logistics

Relevant Experience (Volunteer Experience)

Overseas South Korea DoDea - FPO, AP, 96269, US 2014 – 2016

PTA President / Volunteer

Established the Parent / Teacher association (PTA), developed, and executed fundraising events providing classroom supplies for teachers. Implemented bi-weekly meetings with school staff and parents and coordinated volunteer participation for classroom environments. Founded children's-fair day that incorporated field day events for each season of the school year. Created school spirit shirts while working with the local economy. Raised over \$2K for a 25 student school body and worked with the Navy League for scholarships for Honor Role and graduating students. In addition, Nanci instructed conversational English to Korean students and performed additional volunteer work for base events at Chinhae Naval Base.

Relevant Experience (Work Experience)

Fleet Anti-Submarine Warfare Command, San Diego, CA 2011 - 2014

Executive Assistant to the Executive Office

Dynamic, self-starting, motivating Executive Administrative Assistant. Possessing a distinguished military career characterized by superlative, and forward-thinking leader-ship. Managed Manpower personnel and day to day resources to ensure readiness to accomplish any given task. Planned and organized heavy workloads and adjusted to changing priorities

Responsible for a variety of secretarial duties ranging from scheduling, logistics of meetings/events/travel including complex travel schedules and passport/visa processing, expense reporting. Tracked and maintained project files for Executive Office, time-tables, and correspondences. Arranged and coordinated project activities, as well as, assisted with logistical support arranging for customer visits to the facility. Directed requests and unresolved issues to the designated resources, communicated and coordinated with internal departments. Performed daily operations using Microsoft Office software programs such as; Outlook, Word, Excel, and Power-Point. Key activities included:

- Performed all administrative and clerical duties for the Executive Office within identified timelines that supported the organization and staff with minimal to no errors.
- Reviewed, edited and composed executive correspondence, Executive Office Tickler and recurring reports daily, ensuring grammatical, procedural accuracy and factual correctness.

- Prepared and maintained Personal Data files, Staff Directory and a Staff Precedence list.
- Responsibly protected, handled and stored all classified, For Official Use Only and Privacy Act material and info.
- Managed production planning, reviewed, monitored and approved additions and changes to the Executive Office calendars.
- Provided detailed planning, coordination and information between offices to assure optimal planning, scheduling and logistical support were provided.
- Coordinated VIP visits to include schedule arrangements of command and locally-supported functions.
- Responsible for the Executive Office flight itineraries, hotel reservations, and ground transportation arrangements.
- Coordinated agendas and preparation of travel arrangements, as well as performed on other related data tracking and reporting duties as assigned by the Executive Office.

NSWG San Diego, CA 2008 - 2011

Executive Administrative Assistant

Supported Naval Special Warfare Group ONE, MCT by facilitating a Customer Service oriented environment enabling the effective and efficient delivery of service to 150 personnel Command. Led the Administrative Office support structure and components ensuring daily administrative operations were sustained. Assisted with planning and policy development, reporting performance against identified standards, coordinating administrative functions and systems, advocating to assist with personnel issues and resource development on a daily basis. Maintained exemplary rapport with personnel; always available for guidance and studied the personal desires of each member recommending career enhancement opportunities. Responsible for the career development for more than 150 staff personnel, negotiating orders, submitting order extensions, scheduling schools and courses and ensured 100 percent accountability and delivery to follow-on and forward USN commands.

Southwest Regional Maintenance Center San Diego, CA 2006 - 2008

Department Head Administrative Assistant

Supervised 4 departmental personnel, cross-training subordinates and peers in various administrative duties and personalized services for over 1400 staff members. Developed and implemented a database for the tracking of bi-weekly financial accounting reports for 15 departments which included the expeditors and financial standing of individual accounts. Flawlessly processed over 1000 evaluations, 200 personnel awards and 3000 routine correspondences.

USS NIMITZ San Diego, CA 2005 - 2006

Department Head Administrative Assistant

Supervised 2 personnel in the daily administrative environment. Meticulously prepared and processed over 200 personnel evaluations, 100 personnel awards, 1000 departmental correspondence documents for 400 assigned personnel within the department. Assisted as Departmental Security Manager Assistant processed, verified and established over 50 security clearances for departmental personnel.

Naval Base San Diego, CA 2002 - 2005

LEAD ADMINISTRATIVE ASSISTANT

Responsible for a variety of secretarial duties ranging from scheduling, logistics of meetings/events/travel including complex travel schedules and passport/visa processing, expense reporting.

Military Service: 1998 to June 2011

Service Country: United States

Branch: Navy: Rank: E6 (Yeoman)

Military Commendations

1. 1 Navy and Marine Corps Commendation Medal
2. 4 Navy and Marine Corps Achievement Medals

EDUCATION

Bachelors in Healthcare Administration, 2015

University of Management and Technology Arlington - Arlington, VA

Currently pursuing Master program in Healthcare Administration