

STACY STONE

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SUMMARY

Experienced Executive Assistant with over 15 years of supporting executive teams. Proficient in Microsoft Office Suite, managing complex calendars, travel arrangements, and confidential information. Strong written and verbal communication abilities. Exceptional organizational and multitasking skills. Eager to contribute to with proven expertise in administrative support and operational efficiency.

EXPERIENCE

CSG, LLC, Senior Executive Assistant & Office Manager (Hybrid)

Oct 2019 - May 2025

- Trained all new employees in company procedures, ensuring maximum output and operational efficiency.
- Managed billing, collection, and reporting for an office generating over \$20 million per year, ensuring financial accuracy and compliance.
- Organized and digitized physical files, enhancing document retrieval efficiency by 100%.

Kenneth Copeland Ministries, Senior Executive Assistant

Jan 2020 - Jan 2023

- Managed complex calendars and administrative functions for a large executive team, ensuring seamless coordination and efficiency.
- Planned and executed domestic and international travel arrangements, including airfare, hotel reservations, and ground transportation, enhancing travel efficiency.
- Provided confidential administrative support to the executive team and board members, maintaining discretion and professionalism.

Victory Family Church, Senior Executive Assistant

Jun 2014 - Jan 2020

- Maintained schedules for the Senior Pastor and Associate Pastors, ensuring seamless coordination and efficiency.
- Assisted the Senior Pastor in preparation for board meetings, staff meetings, and volunteer meetings.
- Organized and managed events, human resources, and accounts payable/receivable, improving operational efficiency and accuracy.

EDUCATION

Oral Roberts University

Bachelor of Arts • Christian Counseling

LICENSES & CERTIFICATIONS

Credentialed Advocate

National Advocate Credentialing Program • N41-704-7714 • Issued Aug 2024

SKILLS

Budgeting and finance • Work with large established ministries • Conference planning • Human Resources Management (HRM) • Proofreading • Meticulous attention to detail • Excellent written and verbal communicator • Project management • Multi-task management • Strategic planning