



LM

Liam Mitchell

CONTACT



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LinkedIn | Portfolio



Boston, MA

EDUCATION

**Bachelor of Arts (B.A.) in
Education Administration | Harvard
University | May 2014**

KEY SKILLS

- Academic scheduling and calendar management
- Faculty and student communications
- Research and grant support
- Event planning for educational programs
- University policy compliance

ABOUT ME

An education executive assistant with nine years of experience providing administrative support to deans, school directors, and university leadership. Skilled in managing academic schedules, coordinating faculty meetings, and overseeing administrative processes to ensure smooth institutional operations. Passionate about supporting higher education professionals in creating effective learning environments.

PROFESSIONAL EXPERIENCE

EDUCATION EXECUTIVE ASSISTANT | BOSTON UNIVERSITY, BOSTON, MA
NOVEMBER 2016 - PRESENT

- Provide direct support to the Dean of Academic Affairs, managing schedules, faculty meetings, and student correspondence
- Assist in grant application processes by organizing research documents and tracking deadlines, ensuring compliance with funding requirements
- Spearheaded a faculty records digitization project, reducing paperwork processing times by 35%

ADMINISTRATIVE COORDINATOR | CAMBRIDGE PUBLIC SCHOOLS, BOSTON, MA
JUNE 2014 - NOVEMBER 2016

- Managed scheduling for school administrators, coordinated meetings, and facilitated internal communication between faculty and staff
- Assisted in organizing school events, including teacher training workshops and student outreach programs
- Created a new filing system for student records, improving data retrieval efficiency and reducing administrative errors