

Jacqueline Christina Noguera

20-74 26th Street Apt 2C
Astoria, NY 11105

EXPERIENCE

Spring 2004-2006 WITNESS INC.

Operations/Office Manager for celebrity's personal charity (Peter Gabriel)

- Construction project management/Facilities
- Finance/ CRM – Quickbooks AP/AR (light)
- General Office Management
- Human Resources ERM

Fall/Winter 2004

Private Consultancy – Personal Assistant to Wall Street CEO

- In-home construction project management
- Remotely organized dependent care for CEO's parent
- Personal errands and travel management

2001 to 2004 Spencer & Walsh Engineering and Architecture New York, NY

Organizational Development Consultant – post 9/11 - WTC location

- Administrative and IT infrastructure systems build for new architectural start-up
- Develop strategic plan and operational budget
- Office Management
- Disaster Recovery Implementation Project
- Expeditor – Project Liaison to clients

1999- 2001 Snickelways Interactive New York, NY

Manager of Administration/ Aide de camp to Chief Creative Officer

- Manage day-to-day operations for both locations of Snickelways Interactive
- Company-wide strategic space planning/office moves
- Company-wide educational programs/distance learning
- Establish and implement administrative systems and operational budget

1999 Burrelle's Information Services New York, NY

Executive Assistant to the Senior Vice President – Information Technology

- General Administration for the Senior Vice President
- Corporate Program Development
- Researcher

1995-1998 The American Museum of Natural History New York, NY

Special Asst. to the Director of Operational Planning and Services

- Served as director's right hand on internal operational issues
- Support for general services for 800 (+) employees
- Researcher for in-house capital projects an assistant writer for the
- Museum's emergency management plan

1993-1995 Discover Card Financial Services – New York, NY

Account Executive – The Manhattan Restaurant Team

- Restaurant Sales
- Marketing – Tri-State area liaison on marketing projects
- Writer – Compensation Plan 1995
- Researcher/Business Development

Education

Hunter College Masters Degree Candidate - Education - The New York City Teaching Fellows

The University of Michigan B.A, Psychology - Minor Sociology-Minor Shakespeare Studies

Villanova University/Project Management Institute - Certification

The United States Library of Congress-Scorpyo Program Congressional Publications Research

Member, Project Management Institute

Member, University of Michigan Alumni Association

Full CV and references and additional materials available upon request