



Krista Argiopolis

ADMINISTRATIVE COORDINATOR

CONTACT INFORMATION:

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EDUCATION:

Southern New Hampshire University (SNHU)

Bachelor of Science - BS,
Business Administration /
Technology, Jun 2022 - Oct
2024

CERTIFICATIONS:

Data Modeling & Data Management, 2002 - Liberty Mutual

Strategic Planning - NH School Board Association, 2013 - New Hampshire School Board Association

Online Meeting Planner, 2020
- Whova

Certified iMIS Administrator, 2022 – in progress, Advanced Solutions International, Inc.

Salesforce Cloud, 2022
Currently training
[Trailblazer.me/id/kargiopolis](https://trailblazer.me/id/kargiopolis)

SUMMARY

Administrative coordinator with a focus on project management for 18+ years, while providing exceptional organization and innovative processes to seemingly complex opportunities.

- Experienced at managing multiple projects while balancing priorities to achieve goals.
- Particular expertise in data management, technology, design, and communication. Highly proficient in project coordination, Microsoft Excel, Word, PowerPoint, Access, Outlook, Trello, event planning, and customer service.
- Recognized for flexibility and composure while delivering creative, cost-effective solutions that exceed deadlines and expectations.

EXPERIENCE

Administrative Coordinator

College of Pastoral Supervision and Psychotherapy

2003 - Present (19 years 8 months)

Project management, multi-media production, event planning, membership management, marketing, process improvement, and support, including registrar duties, to a theological-based, non-profit organization. Registrar for the Graduate Institute of CPSP, the college's doctoral program, and a key team member in program development and systems.

Data Analyst, Facilities Management

Phillips Exeter Academy / Leddy Group - Dover, NH

Sep 2015 - Oct 2016 (1 year 2 months)

Temporary position - project based. Worked closely with the Director of Facilities Management and department members to update and manage facility-related data. Ensured the integrity of the organization's data by thorough analysis and extreme attention to detail. Executed changes and reports promptly.

Project Manager

ALS Therapy Alliance

Aug 2013 - Apr 2015 (1 year 9 months)

Created work plans, tracked workflow, created social media content, and facilitated meetings. Assisted with obtaining a grant from JP Morgan Chase for a social media site for teenagers impacted by ALS, through their *Tech for Social Good* grant program. Recognized for marketing efforts during the Ice Bucket Challenge Campaign for ALS awareness.

EXPERIENCE (continued)

Owner

Oak Hill Office Solutions

2001 - Mar 2013 (12 years 3 months)

Project management, administrative support, graphic design, web design, desktop support, public relations, social networking, technical tutoring, and computer repairs.

Medical Safety & Healthcare Management Assistant

LRGHealthcare

Sep 2002 - 2011 (9 years 4 months)

Special projects and administrative support to twenty care managers, community care managers, quality reviewers, and social workers, along with a spiritual care coordinator and a director, for two rural hospitals in the Lakes Region of New Hampshire. Designed CareMaps, healthcare quality dashboards, and databases. Recognized for creating innovative and cost-effective technology solutions for a rural community hospital.

Business Analyst II

Liberty Mutual Insurance

Apr 2000 - Sep 2002 (2 years 6 months)

Worked closely with project management to meet the voice and data needs of field offices, negotiated voice and data contracts with providers, and auditing of technology and resources. Saved approximately \$16M through innovative contract terms with a Fortune 100 Company.

Marketing Assistant

General Electric

Apr 1998 - Feb 2000 (1 year 11 months)

Supported sales, engineering and marketing of an international division of GE. Facilitated meetings and logistics for team members in New York, Maine, Hong Kong, and Florence, Italy. Designed marketing tools, presentations, take-aways. Organized and catalogued historical documents to be used for marketing.