

Odette Magras

Phone: [REDACTED]

Email: [REDACTED]

Employment History

COO/Social Media Manager

01/2011 - Current V.I. Connections/SNC St Thomas, VI

COO/Social Media Manager part-time, V.I. Connections/SNC Marketing (2011-2016) • Oversee, direct, and organize work • Contribute to the development of strategic goals and objectives as well as the overall management of the organization • Create and manage social media/mobile marketing campaigns tailored to specific needs • Create and post content, videos and other material to help build traffic, awareness and rapport with viewers • Monitor trends in social media and come up with ways to take advantage of it • Manage the presence and all activities on social media platforms • Reach out to both online and offline communities to help build brand awareness

Assistant Office Manager

01/2015 - 12/2016 Springline Architects, LLC VI

• Provide administrative support for Office Manager • Performed a variety of general clerical work, which includes typing, filing, data entry, and compiling information for gov't departments such as DPNR, CZM and Port Authority • Handled petty cash expenses and disbursements • Maintained office supplies and orders • Handled all incoming calls • Greeted guests and clients

Assistant Office Manager

08/2015 - 07/2016 Springline Architects, LLC St Thomas, VI

Assistant Office Manager, Springline Architects, LLC (2015-2016) • Provide administrative support for Office Manager • Performed a variety of general clerical work, which includes typing, filing, data entry, and compiling information for gov't departments such as DPNR, CZM and Port Authority • Handled petty cash expenses and disbursements • Maintained office supplies and orders • Handled all incoming calls • Greeted guests and clients

COO/Social Media Manager part-time

01/2011 - 01/2016 V.I. Connections/SNC VI

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Assistant Property Manager

01/2013 - 01/2015 East End Plaza VI

Operate computers programmed with accounting software to record, store and analyze information • Accept rental payments and post rents to the computer • Record monies collected and prepare bank deposit slips on an on-going basis • Ensure that all invoices received from the properties are approved, entered and paid within a timely manner • Provide accounting support to Property Managers • Receive all telephone calls and in-person visits. Listen to resident requests, concerns and comments • Ensure all maintenance repairs are handled satisfactorily

Assistant Property Manager

01/2013 - 01/2015 East End Plaza St Thomas, VI

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concerns and comments • Ensure all maintenance repairs are handled satisfactorily

Administrative Secretary

02/2011 - 11/2013 GEM Manufacturing St. Thomas, VI

Administrative Secretary, GEM Manufacturing (2011-2011) • Opened and distributed mail, prepared memos, correspondence, answered inquiries • Prepared end of week Commission statements for Cruise Lines/Directors • Created spreadsheets and presentations for Regional Supervisor • Created Appraisal Certificates for distributions in Hawaii, Las Vegas, Cayman Islands, U.S. Virgin Islands

Administrative Secretary

01/2010 - 01/2013 GEM Manufacturing VI

• Opened and distributed mail, prepared memos, correspondence, answered inquiries • Prepared end of week Commission statements for Cruise Lines/Directors • Created spreadsheets and presentations for Regional Supervisor • Created Appraisal Certificates for distributions in Hawaii, Las Vegas, Cayman Islands, U.S. Virgin Islands

Confidential Administrative Secretary

01/2002 - 12/2009 School District of Palm Beach County VI

Served as confidential right-hand to Supervisor/Principal including responsibilities of managing calls, maintaining Outlook Calendar, scheduling appointments, meetings and conferences. Opened and distributed mail, prepared memos, correspondence, answered inquiries and provided information of programs and/or activities • Maintained current information regarding policies, bulletins and established proper data collections required • Prepared/Created spreadsheets and presentations for supervisors/executives • Entered and maintained PeopleSoft information for 100+ employees such as Payroll, Leasing of Facilities, Transportation requests, Disciplinary reports, Workman's Comp, Budget & Position Status reports. Job actions, sub-locator, job advertisements and pertinent information relating to newly hired employees, requisitions, updated job and personal information, certifications, evaluations and miscellaneous reports • Conducted extensive Internet research for documents and projects • Accounted for facility maintenance such as emergency and evacuation drills, work orders, inspections, security reporting, PA system and radios • Supervised main office reception area, responsible for implementation of office needs, supplies, schedules and functions • Managed electronic and manual filing system and records • Acted as liaison and maintained open lines of communication among supervisors, administrative staff and clients/parents • Coordinated and set up high-level conference calls, board and management meetings, Special events and travel arrangements for supervisors • Answered a high volume of incoming calls and in-person inquiries from clients and colleagues; while in a professional and respectful manner. • Assisted in foreign language translation of documents, meetings and one-on-one conferences • Created calendars, schedules and documents for distribution and print • Organized and assisted in special events, programs and activities

Confidential Secretary

08/2002 - 04/2009 School District of Palm Beach County, FL Greenacres, FL

Confidential Administrative Secretary, School District of Palm Beach County, FL (2002-2009) • Served as confidential right-hand to Supervisor/Principal including responsibilities of managing calls, maintaining Outlook Calendar, scheduling appointments, meetings and conferences. Opened and distributed mail, prepared memos, correspondence, answered inquiries and provided information of programs and/or activities • Maintained current information regarding policies, bulletins and established proper data collections required • Prepared/Created spreadsheets and presentations for supervisors/executives • Entered and maintained PeopleSoft information for 100+ employees such as Payroll, Leasing of Facilities, Transportation requests, Disciplinary reports, Workman's Comp, Budget & Position Status reports. Job actions, sub-locator, job advertisements and pertinent information relating to newly hired employees, requisitions, updated job and personal information, certifications, evaluations and miscellaneous reports • Conducted extensive Internet research for documents and projects • Accounted for facility maintenance such as emergency and evacuation drills, work orders, inspections, security reporting, PA system and radios • Supervised main office reception area, responsible for implementation of office needs, supplies, schedules and functions • Managed electronic and manual filing system and records • Acted as liaison and maintained open lines of communication among supervisors, administrative staff and clients/parents • Coordinated and set up high-level conference calls, board and management meetings, special events and travel arrangements for supervisors • Answered a high volume of incoming calls and in-person inquiries from clients and colleagues; while in a professional and respectful manner • Assisted in foreign language translation of documents, meetings and one-on-one conferences • Created calendars, schedules and documents for distribution and print • Organized and assisted in special events, programs and activities

Education and Training

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
01/1987	Sts. Peter and Paul School	VI	High School Diploma	College Preparatory Diploma
06/1987	Saints Peter and Paul School, St. Thomas	VI	High School Diploma	College Preparatory
	St. Thomas	VI	1 Year of College or a Technical or Vocational School	Administrative And Office Management