KIMBERLY BYTHEWOOD

New York, NY | (703) 399-1140 | kbythewood@outlook.com

Professional Summary

Motivated, detail-oriented, and creative professional eager to add value to a results-driven organization.

Recognized for exceptional service, strong problem-solving skills, and the ability to manage multiple priorities in fast-paced environments.

Possesses a solid foundation in project coordination and excels in communication and organization.

Professional Experience

Executive Assistant November 2025 – December 2025
EOS Investors LLC | Temp Contract through Atrium Staffing New York, NY

- Provided high-level administrative support to several senior members of the hospitality team including the Chief Executive Officer, Chief Commercial Officer, and Chief Financial Officer.
- Served as the first point of contact for clients and guests, representing the executives with professionalism, discretion, and exceptional hospitality.
- Coordinated complex travel arrangements, including flights, accommodations, and ground transportation, managing changes in real time.
- Submitted and managed executive expense reports using an expense management system with high accuracy and timeliness.
- Performed calendaring duties, scheduling complex internal and external meetings, and ensuring schedules are well-coordinated and aligned with business priorities.
- Assisted with recruiting efforts as needed by scheduling interviews and coordinating with external recruiting agents.
- Partnered with the office manager, executive assistants, and office assistant to ensure seamless meeting-day execution through tidiness in the office meeting spaces, stocking of the kitchen, distribution of mail, and managing inventory.
- Created graphs, organized data, and prepared visual aids for the chief executive officer's business meetings and strategies.

Office Manager May 2025 – November 2025 (Furloughed)
Avant Gardner Brooklyn, NY

- Oversaw the day-to-day operations of the office, ensuring a clean and organized workspace.
- Greeted and assisted visitors, serving as the initial point of contact for employees, building management, and staff inquiries.
- Created and managed the master calendar for the company's scheduled productions and events.
- Assisted with event planning and execution, managed logistics, and coordinated with external vendors.
- Maintained the office supplies inventory by anticipating staff needs, making necessary purchases, organized storage spaces, and tracking expenses on an expense tracker.
- Managed incoming and outgoing correspondence, including mail and email.
- Supported the Human Resources department with administrative tasks, such as coordinating new hire setup, office logistics, and filing sensitive documents.

Production Crew Member August 2023 – May 2025
Avant Gardner Brooklyn, NY

- Provided support to the technical production teams for musical artists and touring productions by maintaining and resetting the event space through building staging, repositioning equipment, managing cables, and organizing inventory.
- Collaborated with leadership to create standards of procedure documents for onboarding employees addressing protocol and methods for efficiently completing tasks.
- Operated heavy machinery such as a forklift, scissor lift, and boom lift on-site.

- Communicated with production managers run-of-show procedures, schedules, backline information, and production notes.
- Supported the optimization of storage facilities on-site and ensured a tidy working space to increase efficiency and safety on site.

Stage Technician October 2022 – August 2023
Rhino Staging, Event EQ Washington, DC

- Help operate events in various locations and venues by completing the set-up and strike of lighting, scenic, visual, and audio equipment.
- Had the knowledge and ability to focus lights, cable equipment, set up a marley floor for dancers, and move heavy equipment in and out of the event location.
- Moved scenery on and off stage and operated special effects for various productions
- Attended training modules to effectively operate a stage spotlight and safety protocol modules.

Event Production Technician February 2019 - May 2022
Radford University Radford, VA

- Trained to program various microphones, focus lights, troubleshoot a house projector, and transport equipment efficiently in and out of on-campus event locations.
- Maintained the theatrical facilities, including cleaning and putting away equipment after each use, as well as notating any needed repairs or replacements.
- Attended annual training modules to review safety, customer service, COVID-19 safety protocol, and proper use of equipment.
- Managed weekly reception duties by being a first point of contact for visitors and clients in person as well as over the phone.

Education

Radford University, Radford, VA
Bachelor of Fine Arts
Major Field: Dance Performance

Certifications

- Adult First Aid/CPR/AED – American Red Cross (Expires: February 2027)
- ***HSI Trainings:*** Electrical Safety: Hazards, Controls, and Best Practices, Personal Fall Arrest Systems, Fire Extinguisher Safety, Hand and Power Tool Safety, Lockout Tagout for Authorized Workers, Hazard Communication, Blood Born Pathogens

Additional Skills

- ***Consoles:*** ETC EOS Classic Console v2.8, ETC ION v3.2.5, Roland M300 Digital Mixer.
- ***Software:*** Microsoft Word, PowerPoint, and Excel, and Canva.

Professional References

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