

Ketia E. Pickett

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Available start date: 2 weeks from acceptance date

Summary Statement

Highly organized Navy veteran, federal contractor and college educated Executive Assistant with over 12 years' experience working in Administration, Human Resources and Customer Relations gained with the US Navy, Department of Defense, federal government, and private sector. **Active Security Clearance.**

Professional Skills

Education **Matriculating a Bachelors in Business Management in December 2024**

Employment **My honesty and integrity with priority of the customer and clients utilizing a line of customs and courtesies lead to strong departmental and organizational relationships. Natural leader and team player. Technically competent.**

Personal **Attention to detail and rapid decision-making ability. Excellent communication skills, time management and critical thinking in a fast-paced environment. Organized with strong work ethics.**

Professional Work Experience

Executive Assistant

May 2020 to present

CACI, Washington, DC

40 hours per week, Full Time

Michael Aversa, 703-400-2967

-Front Line Executive Assistant to the Program Manager and Deputy Program Manager for Littoral Combat Ships 501. Managing and maintaining daily calendar scheduling and office tasks to assist in the smooth operations and upkeep of the office.

- Correspondence manager. Overseeing all correspondence within the department before final signature by Program Manager. Reviewing, editing, and formatting according to the Department of the Navy Correspondence Manual. Ensuring that all packages are organized and properly in order before being processed. This includes but not limited to records management of documents electronically and hard copy to ensure all documents are being filed and maintained per records management file classification.

- Oversees the DISS requests for PMS 501 as well as providing submission of request to other PEO USC PMS Codes in the manner of submitting requests for access. Trustworthy in keeping staff PII information

and security record information. Assist personnel with obtaining access to secure database with Lockheed Martin IDE program and the process of onboarding staff with Non-Disclosure Agreements.

- Travel manager for the PM/DPM managing the preparation, scheduling, record keeping and credit card management of their required DoD operational travel.

- All around team player. Set up and organized two Retirement ceremonies as a government contractor for a military Program Manager and a civilian GS-14. Managing birthday morale departmental monthly morale event and schedule. Other areas include, but not limited to Command Offsite, team building events, department bulletin board, etc.

Legal Administrator

Oct 2017 to May 2020

Evolver, Washington, DC

40 hours per week, Full Time

Deborah Crum, 202-324-1775

- Central Intake manager for the receiving and processing of incoming cases and filings for the FBI. This can include but not limited to Civil cases, administrative claims, and Security matters.

- Assist attorneys with depositions, court case file prepping and file management for case records.

- Records manager responsible for the maintenance and upkeep of the departments' legal records and files by posting court actions and court dates to electronic databases or other media.

- Upload handwritten drafts, tapes or verbal instruction to various legal documents such as briefs, complaints, contracts, investigation reports, motions, letters, memos and other documents as required.

- Assist management with Legal conferences at the FBI headquarters. Providing administrative support by creating and distributing training documents as well as serving as a point of contact to visitors by assisting attendees with checking in/out and credential verification

Executive Assistant

January 2013 to June 2015

SAIC, Pentagon

40 hours per week, Full Time

Deborah Woodley, 703-693-2518

- Office manager on the Secretary of Defense (SECDEF) Transition Team providing high level administrative support to the SECDEF and all incoming personnel. Facilitates communication in office procedures, missions. Enforcing policies and regulations set by leadership in accordance with the Department of Defense.

- Attend meetings where appropriate to record minutes for distribution. Compiled meeting notes and distributed to personnel via email or through verbal communication. Organized video conference, computer equipment, secure and non-secure equipment for meetings between domestic and international clients. Arrange catering, presentation briefs and reports such as graphs, charts, etc. through powerpoint.
- Handle sensitive client data and material with utmost discretion, care, and accuracy. Classifying, transporting, and labeling classified material. Appointed as Security Manager, ensuring all security measures were being properly used within the office space as well as granting security courier cards to appropriate security cleared staff.
- Escorting visitors and passing visitor access clearances and clearance access to classified meetings. Including but not limited to visitor badges, VIP parking, VIP access through security.
- Executive Assistant to the Office of the Under Secretary of Defense (Policy) President and Deputy, managing day to day calendars and schedules for five Directors. Making critical decisions under pressure through times of immediate or unforeseen schedule changes.
- Setting up and creating travel arrangements (CONUS/OCONUS) through the Defense Travel System (DTS), obtaining passports, visas and country clearances, hotel arrangements, transportation and reimbursements. Reviewing travel orders for outside office staff for accuracy.
- Authorized government credit card holder approving and ordering supply requests and office equipment, providing technical support between staff and outside vendors.
- Answering multi-line phones and taking messages on behalf of leadership or directing to proper directorate for responsibility.
- Preparing and reviewing correspondence, memorandums, email, incoming and outgoing mail on behalf of senior leadership and staff and responding in their absence and/or acting on their behalf. Reviewing documents for correct spelling, grammar and formatting requirements.

Executive Assistant

Engility, Pentagon - Arlington, VA

March 2012 to December 2012

- Established office priorities, set-up, rescheduled or refuse appointments; accepted or declined invitations to meetings or arrange for representation by a subordinate official during and in the absence of the Chief of Information Dominance, Vice Admiral.
- Office manager ensuring all administrators were following office procedures aligned with company requirements. Assisted other staff directors with special projects and tasks and all other duties assigned. An all-around team player.
- Greeted and escorted visitors/personnel to senior leadership and assisting with processing of information for access through the company database by setting up personnel files and records.
- Contacted via phone or email outside partners setting up, changing and canceling meetings to maintain company customer relations. To gather or pass information for senior leadership for upcoming meetings, follow up meetings and/or to maintain company relationships.

- Time managed office documents and tasking's paying attention to detail to ensure projects and correspondence met high priority tasks and time sensitive deadlines to the White House, Congress and Senators from 24 hours to 5-7 day turn arounds.
- Security manager maintaining confidentiality of all documents in and out of the organization while properly identifying classification and use. Provided security training to staff enforcing and checking on the use of all security procedures. Opened/closed and monitored SCIF (Sensitive Compartmented Information Facility) locations and space uses as set for by the Department of Defense. Such as clearing personnel with proper clearance, use of foreign visitor's security sweeps and storing of classified material.

Executive Assistant/Yeoman

US Navy - Varies locations, Europe, Washington Navy Yard, Virginia, etc.

2007 to 2012

- Evaluated work performance of subordinates and made recommendations for outstanding performance recognition and/or disciplinary action. Designed training programs for professional growth and office climate surveys to improve office relationships by 50%.
- Ordering and maintaining office equipment to ensure budgets requirements. Maintaining and developing relationships with outside vendors for less use of budget by 25% while providing quality to clients and quick service to employees. Maintained government credit card for purchasing items.
- Assisted Human Resources personnel with organized interviews and appointments to increase team members. Leader of company community programs, which consisted of the organizing, setting up and working with local groups in the schools and communities for company events and off sites for morale growth and team building. Creating flyers and brochures for the events monitoring attendees within and outside the company and organizing volunteer events in and out of state.
- Created and trained office personnel on use and procedures of filing systems according to the Department of Defense Records Management regulations. Organized yearly file records and transfers to the National Archives and Records Administration.
- Created and managed the company internal newsletter to include important information from the President, company changes and news from different teams, health notes, financial info, etc.
- Maintain the executive front office for Director and Deputy Director; supervising the administrative support staff and employees of 112 personnel and organizing administrative office procedures.
- Manage and oversee correspondence such as proofreading, editing, filing, and assigning correspondence to proper office for response, covering over 5,000 inquiries leading to a 50% increase of Naval History worldwide.