

Lisa Marie Magoch

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SUMMARY

Forward-thinking and proactive Executive Assistant with extensive experience in management, project coordination, and strategic planning. Proven track record of enhancing operational efficiency and leadership satisfaction through creative solutions. Skilled in managing complex projects, restructuring in order to simplify workflow, and aligning cross-functional teams to achieve strategic goals. Skilled at supporting and managing multiple executive-level tasks and departments with precision and professionalism.

WORK EXPERIENCE

Traveling Coffee Girl, LLC Arizona
Business Support Specialist Jan 2010 - Present

- Supported grant proposal development and documentation for a major mixed-income affordable housing project in Oklahoma, contributing to the successful award of \$500,000 in grant funding.
- Contributed to positioning the project for funding opportunities that helped support its groundbreaking
- Wrote SEO-optimized travel and lifestyle content and promoted for OnlyInYourState, showcasing regional destinations, unique culture, and hidden gems across the United States. Created engaging stories and guides that inspire local pride and travel. Contributed regular visual and caption updates to OnlyInYourState's Instagram profiles, tailoring posts to each state's audience to boost engagement and brand visibility.
- Wrote lifestyle content, articles, and feature profiles for SmartFem Magazine, Valley Lifestyles Magazine, and Simply Jane.
- Ghostwrote editorial and luxury branded content, on behalf of clients, for online outlets such as Hadley Court (interior design) and Man of Many (men's lifestyle).
- Developed brand messaging, press releases, ad copy, and designer's bio for Proper Attire US, a fashion-forward street clothing brand.
- Crafted personalized mission statements, professional bios, and press kits for post-graduate CNAs entering the healthcare field.
- Prepared press kits and press releases for author book launches and promotions.
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American Covenant Senior Housing Foundation Remote
Administrative Grant Manager Oct 2024 - Jul 2025

- Collaborated with program managers to identify funding opportunities that aligned with organizational goals and objectives
- Conducted thorough research on potential funders, analyzing their priorities, guidelines, and eligibility criteria
- Monitored grant budgets throughout the project period, tracking expenses and ensuring adherence to financial guidelines
- Provided guidance to staff members involved in implementing funded programs or projects on compliance issues related to grants management
- Developed and implemented grant management policies and procedures, ensuring compliance with funding agency requirements
- Collaborated with program evaluation team to design data collection methods and evaluate program effectiveness
- Served as the primary point of contact for funders, responding to inquiries and providing requested information or documentation

Prescott Honda Prescott AZ
Receptionist/Cashier Aug 2024 - Oct 2024

- Served as the initial point of contact, addressing customer inquiries regarding vehicle service needs and sales queries.
- Managed hospitality services to ensure guest comfort during vehicle service appointments.
- Efficiently facilitated financial transactions between customers and the service department.

- Conducted audits of end-of-day transactions for the service department to ensure accuracy.

Troon

Administrative Assistant

Prescott AZ

Apr 2024 - Jul 2024

- Short term project to re-coordinate and manage administrative tasks on behalf of Executive Chef at Talking Rock Golf Club. This included email correspondence, calendar management, and vendor communication.
- Screened prospective employees and coordinated interview schedules.
- Edited menus and organized recipes to streamline kitchen operations.
- Oversaw fulfillment of daily food menu for the coffee shop.
- Conducted on-site errands and maintained kitchen garden care from seed to harvest.
- Monitored inventory pricing to optimize cost efficiency in order to keep kitchen pricing below budget

Openforce

Contractor Payment Administrator

Scottsdale, AZ

Jul 2022 - Nov 2023

- Managed vendor and client communications, addressing inquiries promptly and representing executive interests.
- Enhanced operational efficiency through thorough document management, including inspection, scanning, and distribution to relevant departments.
- Maintained financial accuracy and legal compliance by processing check deposits, communicating with government agencies, and managing the documentation and implementation of wage garnishments, levies, and child support payments.
- Aided Settlement team with the processing of client payment and insurance submissions and spreadsheets, while demonstrating proficiency in handling high-volume AR/AP transactions with urgent weekly deadlines.
- Cleared a backlog of hundreds of emails, significantly improving communication efficiency and reducing response times.

Ajilon (Southwest Key Programs)

Pre-Employment Specialist Contractor

Phoenix, AZ

Sep 2021 - Jun 2022

- Developed a strategic Excel system to enhance the efficiency of reference management and government verification processes.
- Facilitated training for new staff, ensuring efficiency in processing verification procedures for prospective candidates.
- Contributed to the improvement of pre-employment workflows, leading to a more organized approach for specialist operations.

Centauri Health Solutions

Outreach Specialist, Risk Adjustment

Scottsdale, AZ

Apr 2019 - Aug 2021

- Delivered exceptional customer service by demonstrating empathy and skilled knowledge related to the details of the Medicare, Medicaid, and active resources, which resulted in high levels of client confidence and satisfaction.
- Exceeded revenue targets for specific service lines through informed decision-making based on comprehensive data analysis and client information.
- Conducted cross-training for colleagues in multiple service lines, enhancing team proficiency in essential software and project-related tasks.

Royal Personnel (Terros Health)

Eligibility Specialist Contractor

Phoenix, AZ

Oct 2018 - Mar 2019

- Conducted thorough evaluations of referral assessments to ensure compliance with the DCS Arizona Families F.I.R.S.T. program standards.
- Accurately researched and updated Medicaid eligibility information, maintaining data integrity and consistency.
- Ensured that information for Crisis Team documentation and reports remained updated and accurate.

VURIA

Content Manager

Scottsdale, AZ

Apr 2016 - Jul 2018

- Coordinated and managed the editing process for a team of freelance copywriters, delivering consistent monthly web content for a diverse client base, which included personal injury law, Copenhagen, Copper State, and local small businesses and restaurants.

- Worked in conjunction with the Digital Marketing Manager to produce content and press releases which increased customer engagement and supported revenue expansion.
- Developed and executed research-driven online content for newsletters and client projects, leveraging various CRM platforms to optimize content delivery.

CERTIFICATIONS

LIHTC 101, Novogradac	2024
Social Media Marketing, Hubspot	2024

SKILLS

Organizational skills • Content Marketing • Salesforce • Project Planning • Quality Control • Team Leadership • Risk Management • Communication • grant writing • Project Management • Communication Skills • Time Management • Proofreading • Microsoft Office • Budget Management • Skills: Project Management • Organizational Skills • Problem-Solving