

Tatiana Wasbin ◦ Operations Coordinator

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SUMMARY

Organized and self-motivated operations professional with 10 years of experience across equipment coordination, business analysis, office management, and process optimization. Recognized for reliability, adaptability, proactive problem-solving and radical impacts on process improvements. Experienced in managing databases, scheduling, compliance frameworks, data integrity, data entry systems and passionate about the renewable energy industry.

EMPLOYMENT

Senior Executive Administrator

Del Mar Social · Contracted May 2024 to Sept. 2024 · San Diego, CA

- Introduced operational efficiencies with project coordination, calendar management and internal communications.
- Additional focus on improving processes with department spending to reflect company compliance policies.

Operations Specialist

Navigating Preparedness · Contracted Nov. 2023 to Jan. 2024 · San Diego, CA

- Improved client satisfaction by 40% through proactive communication and efficient administrative support.
- Maintained detailed records, organized equipment-related documents, and ensured regulatory compliance.

Data Analyst

CA Department of Public Health · Contracted May 2023 to Oct. 2023 · San Diego, CA

- Provided technical support to state offices on a FEMA-funded public health project tracking the spread of disease.
- Implemented quality control and assurance processes on large datasets associated with over 500,000 clients.
- Develop best practices, sectoral policies, and guidelines in collaboration with NGOs and government agencies.

Business Analyst

Flock Freight · Mar. 2022 to Dec. 2022 · Encinitas, CA

- Streamlined operational efficiencies and implemented strategies to ensure data integrity and observability.
- Developed data-driven solutions to enhance resource allocation across departments and regions.
- Maintained OKRs and KPI tracking mechanism in CRM, boosting SaaS user engagement by 140%.

Executive Administrator & Financial Analyst

White Water Realty · Aug. 2014 to May 2021 · San Clemente, CA

- Led data migration project resulting in increased customer retention and reductions in operational costs.
 - Provided comprehensive executive support, managing multiple calendars and coordinating communications.
 - Processed financial data, executed payroll operations, and performed reconciliations to ensure data integrity.
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EDUCATION

San Diego State University · 2021

Relevant coursework: Financial Accounting, Managerial Accounting, Environmental and Business Law

VOLUNTEER CONTRIBUTIONS

Jewish Family Service · Refugee Youth Mentor | Dec. 2021 to Present

Team Rubicon · Disaster Response Volunteer | Sept. 2023 to Present