

# Denise Boniedot

Kansas City, Missouri

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## KEY COMPETENCIES

Interpersonal Communications  
Productive Leadership  
Efficiently Organized  
Adaptability and Flexibility  
Avid Learner  
Analytical

Foster Diverse Collaboration  
Staff Management  
Emotional Intelligence  
Project Management  
Creative Marketing  
Strategic Thinking

Operations Management  
Event Management  
Excel Pivot Tables  
PowerPoint and Canva  
Presentations  
Budget Assessment

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Microsoft Office 365: Word, Excel, PowerPoint, Outlook, Publisher, Google Suite: Docs, Sheets, Forms, Oracle, Workday, PeopleSoft, Adobe Creative Suite, Canva, MacBook Pro: Pages, Numbers, and Keynote

## PROFESSIONAL EXPERIENCE

### **Stowers Institute for Medical Research – Kansas City, MO**

**January 2023 - July 2023**

#### **Executive Assistant**

- Managed calendars for the Scientific Director, PI, and lab members. Scheduled and coordinated strategic meetings, projects, tasks, and events
- Coordinated domestic and international travel logistics itineraries, including flights, hotels, and ground transportation for conferences and research trips
- Processed lab and office supply orders, purchase requisitions, prepared expense reports, and financial documents. Prepared effort reports and budget reports
- Managed the day-to-day operations of the Si Lab, including providing support and guidance to research technicians, predoctoral students, and postdoctoral researchers
- Assisted the graduate school with administrative tasks related to predoctoral students in the Si Lab. Built cross-functional relationships and effective strategic communications

### **Metropolitan Community College – Kansas City, MO**

**January 2013 - January 2023**

#### **Staff Association President**

**(July 2022 - January 2023)**

- Led and facilitated monthly staff meetings, fostering productive discussions and achieving key objectives
- Collaborated and worked closely with staff association officers to address staff concerns and issues, finding solutions collaboratively. Maintained trust with leadership officers and staff
- Managed agendas, delivered clear presentations (utilizing tools like PowerPoint or Canva), and finalized detailed and accurate meeting minutes
- Represented staff interests at District Council meetings, effectively voicing their concerns.
- Organized successful fundraising events, exceeding targets and securing resources to support staff-driven initiatives
- Assessed budgets, meticulously tracked funds, and ensured responsible and accurate management of financial resources

#### **Executive Assistant**

**(January 2013 - January 2023)**

- Provided comprehensive executive support to the Dean of Instructional Services, Dean of Student Services, President, Vice President, and Director of Campus Operations, including managing their calendars, scheduling meetings, and coordinating internal/external events and projects
- Managed promotional materials and brand awareness initiatives across various media platforms, PowerPoint and Canva presentations

- Gathered and analyzed market research and assessment data to inform strategic decision making and created excel pivot tables
- Organized college-wide events, coordinating with internal and external vendors for reservations, catering, decor, and photography
- Maintained the highest level of discretion and data security within the administrative office
- Processed E-Requisitions, check requests, and managed procurement cards. Reconciled accounts, and oversaw budget transfers and journals

**Park University – Parkville, MO**

**January 2007 - January 2013**

**Administrative Assistant**

- Provided exceptional administrative support to the Associate Dean, Department Chairs, and faculty, ensuring smooth operations
- Managed complex schedules, keeping all stakeholders informed and on schedule
- Streamlined event coordination, leading to successful project execution and fostering collaboration
- Contributed to increased department visibility through strategic marketing initiatives on web pages and social media platforms
- Mastered Jenzabar, adept at processing budget reports, journal entries, and financial transfers, ensuring fiscal accuracy
- Acted as a dedicated student advocate, providing guidance on financial aid, academic records, and enrollment processes
- Managed student records, complaints, and faculty/staff personnel records with meticulous attention to detail and efficiency
- Demonstrated leadership in planning and executing successful campus events and fundraisers, while skillfully managing student Criminal Justice Club, and ROTC Club

**EDUCATION**

**Baker University – Overland Park, KS**

**December 2022**

**Master of Business Administration: Strategic Communications and Leadership Management**

*GPA: 4.0 - Summa Cum Laude*

**Bachelor of Arts: Marketing**

**December 2021**

*GPA: 4.0 - Summa Cum Laude*

**ACHIEVEMENTS**

Baker University – Sigma Beta Delta International Honors Society | 2021 |

University of South Florida – Diversity, Equity, and Inclusion in the Workplace Certificate | 2021 |

MCC – Maple Woods Employee of the Month | 2019 |

MCC – Maple Woods Outstanding Student Recognition Award for the Business Program | 2017 |