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| **CHRISTA A FREAS** |

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| **HIGHLIGHTS of QUALIFICATIONS** |

* 17+ years of increasingly significant professional administrative experience.
* Provide Senior Executive Service (SES) level executive administrative support for the last eight years, six of which have been at the three-star equivalent level (DV4, Tier-3), or C-level support.
* Excel in the areas of prioritizing and coordinating agendas, meetings and office calls.
* Exhibit exceptional attention to detail while providing technical editing/review for senior level correspondence and presentation materials.
* Execute intricate domestic and international travel planning and coordination for senior level officials.
* Exhibit exceptional communication skills. Provide opportunity and channels for effective communications both within the office of the Under Secretary of the Air Force as well as across the Department of Defense and a myriad of additional intelligence organizations and agencies.
* Advanced skills in MS Office including Outlook, Word, Excel and PowerPoint.
* Familiar with many government workflow systems including DTS, ATAAPS, SACCP, and TMT.
* Nurture a friendly work atmosphere, while ensuring a professional level of efficiency and effectiveness.
* Possess strong interpersonal skills and quickly adapt to a dynamic work environment.
* TS/SCI 5-yr update adjudicated 10/28/2015

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| **WORK EXPERIENCE** |

**Executive Assistant** (08/2012 to Pres), Ian Evan & Alexander, to the Secretary of the Air Force, Administrative Assistant’s Director for the Capabilities Management Office, Fairfax, VA 22030

* Manage executive level support to the Director, Capabilities Management Office. Serve as office manager and EA for a dynamic burgeoning new office under the auspices of the Secretary of the Air Force.

**Program Analyst** (05/2011 to 08/2012), CGI Federal, in support of the Intelligence Systems Support Office, Fairfax, VA 22030

* Provide SES level support to the Program Management Directorate at the Intelligence Systems Support Office (ISSO). Attend senior level Integrated Program Reviews and participate with the Integrated Process Teams. Establish a standardized format for program quad charts, compiled and edited monthly for the Director, ISSO. Provide weekly updates to the Director, Programs in addition to a monthly action item report to all of ISSO.

**Executive Assistant** (08/2006 to 05/2011), SAIC, Office of the Deputy Under Secretary of Defense (HUMINT, Counterintelligence & Security), Pentagon, Washington, D.C. 20301

* Served as the Executive Assistant to the Deputy Under Secretary of Defense, HUMINT, Counterintelligence and Security. Managed the DUSD’s daily calendar, travel, transportation, protocol, security, and all day-to-day taskings. Utilized DoD’s correspondence control manual while editing and preparing correspondence that would ultimately be viewed and signed at some of the highest levels of government.

**Senior Office Assistant** (05/1998 to 7/2006), General Dynamics, Network Systems Regional Office in Chesapeake, VA 23320

* Quickly progressed from entry level administrative position to senior office assistant. Ultimately, coordinated area staffing requirements for the regional office (500+). Processed all requisite paperwork for new hires and transfers while coordinating with Human Resources on salary, relocation, sign-on bonuses, etc. Monitored requisition activity to ensure that our 30-day TAT to staff was being met.

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| **EDUCATION** |

A.A., Tidewater Community College, May 2003

B.A., George Mason University, Anticipated Spring 2016