



# GEORGE ASEBEDO

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## Professional Summary

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### Dynamic Project Coordinator and Versatile Operations Specialist

**Results-driven professional** with over 10 years of experience in **sales, leadership, and customer service**, complemented by 4+ years in **project coordination** and **workflow optimization**. Adept at aligning team efforts with organizational goals, solving complex problems, and delivering impactful results. Demonstrated expertise in managing budgets, securing funding, and enhancing operational efficiency.

## Key Strengths

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- **Project Management:** Proficient in planning, execution, and risk management.
- **Workflow Optimization:** Streamlining processes to maximize efficiency.
- **Team Leadership:** Inspiring high-performance teams through mentorship and support.
- **Customer Engagement:** Enhancing satisfaction through proactive communication.
- **Technical Proficiency:** Microsoft Office Suite, Google Workspace, Jira, Trello.
- **Fundraising Expertise:** Secured over \$8,500 in grant funding for key initiatives.
- **Problem Solving:** Analytical thinker with a hands-on approach to resolving challenges.

## Work Experience

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Private | Wilsey, KS

### Caregiver & Personal Assistant

01/2021 - Current

- Provided full-time caregiving assistance to an elderly family member, ensuring their well-being through housekeeping, meal preparation, and personal assistance.
- Managed household tasks, including cleaning, organizing, and scheduling appointments, to ensure a comfortable living environment.
- Communicated with healthcare providers and maintained documentation of medications and doctor visits, ensuring accurate and timely care.
- Demonstrated strong time management and multitasking skills, balancing caregiving duties with additional work responsibilities.
- Maintained clean and well-organized environment for client happiness and safety.

Elm Creek Township Library | Wilsey, KS

### Library Director

01/2020 - Current

- Spearheaded community outreach initiatives, collaborating with local organizations to improve patron engagement by 12%.
- Secured over \$8,500 in grants for library remodeling projects by writing and managing proposals.
- Directed library's day-to-day operations, budget management, and community event organization
- Developed and implemented library policies, procedures, and standards.
- Promoted the use of library resources through outreach programs in schools or community centers.

Freelance | Remote

**Website Auditor**

03/2022 - 03/2023

- Completed thorough opening, closing, and shift change functions to maintain operational standards each day.
- Conducted thorough audits of customer-facing website interfaces, identifying areas for improvement in functionality, design, and user experience.
- Partnered with website editor in real time to address UI/UX concerns, enhancing user interaction.
- Reported and resolved issues such as broken chat bubbles, slow-loading pages, and layout discrepancies, contributing to a more seamless user experience.
- Ensured cross-browser compatibility for enhanced website performance
- Assisted in preparing audit plans based on established objectives and standards.
- Drafted reports summarizing audit results while highlighting any irregularities or inconsistencies found during the process.

Healthcare Services Group, Inc. | Council Grove, KS

**Housekeeping Specialist**

01/2018 - 07/2019

- Maintained cleanliness and sanitation of 14 rooms daily, adhering to strict healthcare facility protocols.
- Introduced improvements in cleaning routines that enhanced patient and resident satisfaction.
- Maintained cleanliness of guest rooms, bathrooms, hallways and public areas.
- Assisted guests with any requests or complaints in a timely manner.

Quality Profile Service Inc. | Council Grove, KS

**Line Operator**

01/2014 - 01/2018

- Ensured adherence to product standards through rigorous quality checks of plastic extrusion components.
- Frequently sought by management for operational insights
- Kept line material levels within required levels to meet production goals.
- Read and understood job orders to meet specific product specifications, including acceptable tolerances, general specifications and required production sequences.
- Adhered to optimal manufacturing procedures when using various types of production equipment.

Cottage House Bed & Breakfast | Council Grove, KS

**Front Desk Supervisor**

01/2015 - 12/2017

- Managed front desk operations, including handling reservations, guest inquiries, and payments.
- Supported housekeeping staff by maintaining room cleanliness and addressing guest concerns during busy periods.
- Provided support to guests with check-in and check-out procedures.
- Monitored the front desk staff to ensure proper customer service was provided.

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## Education

Council Grove High School | Council Grove, KS

GED

## Certifications and Professional Development

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**Self-Study in Catholic Theology** Independent study of early Church writings, sacraments, apologetics, and systematic theology, including personal readings of works by St. Augustine, St. Thomas Aquinas, and Church Fathers such as St. Ignatius of Antioch and St. Irenaeus. Ongoing formation in sacramental theology and moral teachings, with a particular focus on Eucharistic theology and the Church's role in modern evangelization. Familiarity with the Catechism of the Catholic Church and Catholic Social Teaching principles.

- Project Management Certification (Google/Coursera)
- Foundations of Project Management
- Project Planning: Putting It All Together
- Project Initiation: Starting a Successful Project
- Project Execution: Running the Project
- Agile Project Management
- Upcoming: Capstone Applying Project Management in the Real World