

Sindy Amaya

EXECUTIVE ASSISTANT

THE SANCHEZ ADVISORY GROUP (TSAG)



CONTACT



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SUMMARY OF QUALIFICATIONS:

As Executive Assistant to COO, Kim Sanchez, Sindy plays a key role in supporting the organization through comprehensive logistical and office coordination. She is responsible for managing day-to-day office operations, providing business office support, and overseeing asset management. Sindy ensures that administrative processes run smoothly, contributing to the overall efficiency and effectiveness of the organization.

AREAS OF EXPERTISE:

- Provides comprehensive support services to the COO
- Ensures a professional, responsive and effective office
- Budgeting, financial reporting, account reconciliation
- Manages logistics for multiple regions

EXPERIENCE:

Executive Assistant

The Sanchez Advisory Group, LLC – McKinney, Texas

10/2023 – Present

- Invoicing, accounts payable, reconciliation, monitor and track office business goals
- Budgeting and bookkeeping
- Regional Asset Management for East Texas
- Maintains confidentiality and uses a high degree of discretion
- Prepares for meetings including logistics, travel, AV, presentation material
- Supervises social media and marketing programs



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