



CHARISSE ROSE CAPARROS

CONTACT

📞 209-225-1563

✉ charisserose07@gmail.com

📍 Ashburn, VA

SKILLS

Google Workspace
Canva
Photoshop
Marketing
Communication
Leadership
Collaborative
Time Management

LANGUAGE

English

American Sign
Language - 3 years

HOBBIES

Photography
Acting
Volunteering
Fitness

SUMMARY

Organized and collaborative Administrative Specialist with a strong background in leadership and team coordination within fast-paced environments. Proven track record of supporting executive directors, streamlining operations, and working seamlessly with cross-functional teams. Combines excellent time-management skills with a diverse tech toolkit including Google Workspace and digital media design.

WORK EXPERIENCE

ASSISTANT TO EXECUTIVE DIRECTOR

Summer 2025 | Broadway Bound NOVA

- Administrative Support
- Production and Operations Management
- Marketing and Media
- Event and Program Logistics

MARKETING TEAM

Summer 2025 | Broadway Bound NOVA

- Graphic Design
- Photography
- Project Management
- Video Production

EDUCATION

Bachelor of Fine Arts - Acting
Savannah College of Art &
Design
Fall 2025 - Spring 2029

High School Diploma
Rock Ridge High School
Fall 2021 - Spring 2025