

Nyassa Emedi

(513)-375-9556, nyassademedi@gmail.com

LINKS

[LinkedIn](#)

PROFILE

I am a strategic communications professional with a background in public service, civic engagement, and philanthropic initiatives. I specialize in crafting values-driven messaging that supports mission-focused organizations in amplifying their impact. With experience in outreach strategy, content development, and brand storytelling, I bring a collaborative and intentional approach to every project. My work is rooted in clarity, integrity, and a commitment to elevating voices that drive meaningful change.

EMPLOYMENT HISTORY

Aug 2024-Present **Account Manager, Allworth Financial**
Cincinnati, OH

- Serves as a primary source of contact for clients
- Create client accounts through custodial sites such as Charles Schwab and Fidelity
- Proactively identify any client needs that need to be handled to implement prevention
- Work closely with advisors and investors to ensure the best client relations
- Oversee client budgets and understand the growth aspects of all accounts
- Build and nurture long-term relationships to retain clients and encourage loyalty

Jan 2023-Jun 2024 **Executive Assistant, Rentz Management**
Cincinnati, OH

- Managed the executive calendar and organized travel arrangements, resulting in a stress-free experience for the executive
- Partnered with executive leadership to develop a vision and mission that aligned with the company's long-term goals
- Scheduled meetings and appointments for the executive, ensuring that the executive had a full and productive day
- Prepared and presented financial reports to executive management, providing insights that enabled informed decision-making

Jan 2022-Dec2022 **Executive Assistant, Cincinnati Children's Hospital**
Cincinnati, OH

- Managed the front desk operations, ensuring that all inquiries were addressed in a timely and efficient manner
- Managed the daily operations of the front desk, ensuring efficient service delivery and compliance with organizational standards
- Maintained patient documentation and records according to hospital policies
- Developed and implemented patient care plans that improved patient outcomes and satisfaction

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Nov-2020-Dec 2021
Cincinnati, OH

Sales Representative/ Office Administrator, Milan Laser

- Developed and implemented sales training programs that improved sales skills and resulted in a 5% increase in sales effectiveness
- Analyzed sales data and trends to identify new growth opportunities and optimize sales performance
- Developed and implemented an effective sales strategy that increased sales by 5% in the assigned region
- Maintained inventory of office supplies and equipment, ensuring that the office was stocked with necessary items

Nov 2017-Nov 2020
Lexington, KY

Executive Assistant, Chandler Hospital UK Healthcare

- Coordinated the front desk duties to provide timely and efficient service and adhere to corporate standards
- Followed hospital policies for patient documentation and records
- Created and implemented effective treatment plans to enhance patient outcomes and satisfaction
- Worked closely with executives to plan meetings and events

EDUCATION

Aug 2021- May 2024

Bachelor of Arts in Public Relations, University of Cincinnati

INTERNSHIP

Cincinnati Art Museum Philanthropy Intern

Aug 2022-April 2023

SKILLS	Communication Skills	Expert	Problem-Solving	Expert
	Microsoft Office	Expert	Customer Service	Expert

LANGUAGES	English	Native Speaker	Swahili	Native Speaker
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