



Shauna J. Proke




Executive Assistant / Office Manager



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Years of Experience

CONTACT INFO

-  408-287-2700
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-  LinkedIn

DIVISIONS / AFFILIATES



Shauna is excellent with details. Her skillset was honed during her time working in the non-profit sector, where she managed and coordinated numerous fundraising galas and special events. Her attention to detail ensures that every project – no matter how big or small – is executed flawlessly. She manages the schedules for several company executives, coordinates travel arrangements, maintains various records and documents for company executives, and is the first point of contact for office assistance related to TEAMWRKX. She's intelligent, savvy, and has a heart of gold, making her a great addition to our team!

AFFILIATIONS

- ✓ Skate Canada USFSA (United States Figure Skating Association)
- ✓ ISI (Ice Skating Institute)
- ✓ Safe Sport