



Brianna Pagel

Executive Assistant

Position with Firm

2023–present **Executive Assistant.** Supports the energy and environment team, executing tasks such as calendar management, logistics, and other administrative services. Responsible for arranging travel, scheduling meetings, and preparing for board and other meetings between staff and clients.

Previous Professional Experience

2019–2023 **Social Enrichment Director, Spring Mill Meadows, Indianapolis, Indiana.** Department head responsible for hiring, training, reviewing performance, and overseeing team’s contributors. Routinely collaborated with decision makers. Drafted, benchmarked, and achieved departmental goals in alignment with organization’s annual strategic plan. Resolved formal complaints and proactively worked to solve possible disputes. Upheld regulatory compliance for the department, participating in organizational audits from the State Board of Health.

2021–2022 **Lifestyle Enrichment Director, Independent Adult Day Center, Indianapolis, Indiana.** Drafted and implemented policy framework that outlined attendance and performance expectations. Created and launched department curriculum for staffing. Collaborated with interdepartmental leadership team to increase positive outcomes and accomplish quarterly and annual organizational goals.

Education Indiana University, BS in Recreational Therapy

Skills

- Microsoft Office Suite