

ANNA MCMASTER

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EDUCATION

Arizona State University
Bachelor of Science in Biomedical Sciences | Sophomore

2024 – Present

PROFESSIONAL EXPERIENCE

Office of the COO and Executive Vice President, Arizona State University
Executive Administrative Assistant

2026 – Present

- Coordinate complex scheduling and manage administrative priorities for the COO, Executive Vice President, and executive leadership.
- Lead planning and execution for official university visits, high-level executive meetings, and special events.
- Conduct specialized research initiatives and deliver analytical support for Dr. Howard and executive leadership to facilitate strategic decision-making.
- Execute executive administrative operations with high discretion, adaptability, and precision.

International Students and Scholars Center (ISSC), ASU
Student Assistant & Front Desk Liaison

2024 – 2026

- Engaged daily with high volumes of international students, managing inquiries and front desk operations.
- Served as a key liaison helping students navigate complex F-1 visa regulations and maintain legal compliance.
- Delivered detailed, accurate communication and cross-cultural customer support under high-volume conditions.

Sun Devil Football Program, ASU
Athletic Equipment Manager & Operations Support

2024 – 2026

- Managed setup, maintenance, transportation, and inventory of athletic gear for Division I football operations.
- Ensured strict compliance with all NCAA and Big 12 Conference athletic regulations.
- Demonstrated exceptional reliability, teamwork, and stamina during long, non-standard working hours.

Leasing Office Operations
Leasing Consultant / Office Assistant

2025 – Present

- Assist prospective residents, conduct property tours, and streamline the administrative leasing workflow.
- Deliver top-tier customer service and maintain operational organization within the leasing office.

LEADERSHIP & PUBLIC SERVICE

International Association of Coroners and Medical Examiners (IACME)
Volunteer Intern (Annual Conference)

2018 – Present

- Assist in registration, event logistics, and international guest coordination for annual forensic conferences.
- Attend specialized seminars in forensic science, pathology, and investigative procedure while networking with law enforcement professionals.

Junior Reserve Officer Training Corps (JROTC)
Battalion Commander (Lieutenant Colonel) & Color Guard Captain

2020 – 2024

- Led battalion operations, mentored cadet officers, and commanded drills for over 100 cadets.
- Led Color Guard team to multiple regional victories, including 2nd place overall in the CCSD competition.

Scholarship Recipient & Youth Forum Delegate

- Selected as 1 of 25 students for an intensive leadership program including workshops at Zappos, PBS, and national executive interviews.
- Represented student perspectives on civic and youth leadership panels at the 2023 Sun Youth Forum.

HONORS & EXTRACURRICULARS

- **Las Vegas Metropolitan Police Department (LVMPD):** Dispatch Explorer Program participant trained in public safety protocols and emergency communication (2023).
- **Las Vegas Youth Orchestras:** Principal Flute & Piccolo Player for 7 consecutive years; performed at UNLV, CSN, and The Smith Center.
- **Student Leadership:** Senior Class President (Student Council), Co-Executive of VTCTA Ambassadors Program, and Student Organization Team (SOT) Representative.
- **National Honor Society (NHS):** Organized fundraising and volunteer projects for regional non-profit organizations.

SKILLS & TECHNICAL PROFICIENCIES

Administrative & Operations: Executive Scheduling, Event Coordination, Inventory Management, Regulatory Compliance (NCAA/F-1)

Technical & Software: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Document Management

Communication & Writing: Narrative Nonfiction, Research Reporting, Public Speaking, Cross-Cultural Liaison

Arts & Performance: Classical Music Composition, Flute & Piccolo Performance