



Stacey R. Palmer **Executive Virtual Assistance (EVA)**

Stacey Palmer is an ambitious, creative and dedicated event professional with over 15 years of experience in event and program management in both non-profit and commercial settings. She is the Principal of Executive Virtual Assistance (EVA) a virtual assistance, a full scale marketing and event management company.

She is also the Social Media Specialist for many DC non-profit organizations, as well as other media outlets (national and local). Her proven expertise in managing, marketing/design, public relations and social media platforms has helped her clients develop a strong on-line and print presence.

She has assisted in the management and implementation of many of DC's special events including the Thurgood Marshall Annual Back to School Festival, National Association of Black Owned Broadcasters Awards Gala (NABOB), UNCF Masked Ball and opening receptions for the Smithsonian National Museum of African American History and Culture.

Ms. Palmer has coordinated numerous events, including receptions, meetings, symposiums, and both small and large conferences. Her professional portfolio includes management of various event functions including site/vendor coordination as well as menu selection, audiovisual needs, graphics, printing, signage, room set-up, registration, budget management, exhibitor/vendor coordination, onsite management, and troubleshooting.