

# NATASHA BEEBY

tashab13@gmail.com



505.818.7321



New York, NY



<https://www.linkedin.com/in/natasha-beeby/>



## SKILLS

Attention to Detail

Budgeting

Team Leadership

Project Planning

Accountability

Improving Efficiency

Budget and Forecast

Leadership

Management

Communication

## EDUCATION

BACHELOR OF SCIENCE

Political Science (Foreign Policy)

University of Tennessee

(Chattanooga)

2013 – 2016

MINOR

Spanish

## PROFESSIONAL PROFILE

Collaborative leader with 8 years of domestic and international professional experience. Dedicated to partnering with colleagues to promote an engaged, empowering work culture. Organized and dependable in building and maintaining relationships with diverse range of stakeholders in dynamic, fast-paced settings. A curious learn-it-all who is willing to take on added responsibilities to meet team goals and as well as individual goals .

## EXPERIENCE

### CLIENT RELATIONS EXECUTIVE

The Conference Board, New York, NY / 2025 – Present

Responsible for Council Member engagement across a portfolio of 7-10 Councils and leveraging a team of staff and contractors to create powerful networks of senior executives from the largest companies and organizations in the United States. Works to continually improve Member engagement, identify solutions, and connect Council Members with an array of TCB resources.

- Achieve and maintain high levels of Member satisfaction, value, and engagement.
- Meet or exceed retention and engagement targets for a portfolio of 200+ Members across 7-10 US Councils
- Attend all Council meetings, ensuring seamless execution and a high-quality Member experience.
- Achieve annual revenue, cash flow and contribution goals:
  - Member Retention
  - Accounts Receivable
  - Expense Management
  - Maintaining value/price parity

### SENIOR CLIENT RELATIONS MANAGER

The Conference Board, New York, NY / 2024 – 2025

Responsible for managing the planning, quality, and execution of Council meetings for a portfolio of 8-10 Councils with a value of \$3-5 million in membership fees and ensuring a flawless and high impact experience for all Members. Of this portfolio, this position manages both the engagement and meeting management for 1-2 Councils.

**Council Member Engagement** (1-2 US Councils, 10-50 Members) 1. Meet or exceed retention and engagement targets for a portfolio of 1-2 Councils. 2. Achieve annual revenue, cash flow and contribution goals: a. Member Retention b. Accounts Receivable c. Expense Management d. Maintaining value/price parity

### MANAGER, EXECUTIVE PROGRAMS

The Conference Board, New York, NY / 2021 – 2024

- Member Relationship Management & Support -/Overseeing 100+ members Council meeting operations
- Ensuring Council Members have information and materials required for a valuable Council experience
- Maximizing Council Member engagement and retention
- Maintaining timely and accurate meeting expense forecasts/ Planned council meetings – finding venue, agenda, activities
- Trained 28 fellow colleagues in summer of learning project
- Renewals – reaching out to Overseeing 100+ members & supporting the invoicing process to ensure timeline payments.

# NATASHA BEEBY

tashab13@mail.com



505.818.7321



New York, NY



<https://www.linkedin.com/in/natasha-beeby/>



## TECHNICAL SKILLS

Microsoft Office Suite

Trello

Wordpress

Salesforce

Outreach

## EXPERIENCE continued

### SALE DEVELOPMENT REPRESENTATIVE

Check Point Software, New York, NY / 2019 – 2021

- Obtained in-depth knowledge and training of Check Point Software products and how to pitch and educate prospects.
- Prospected leads via LinkedIn, Zoom Info, and various other data sites. Researched and analyzed specific companies and their current projects to determine which were best prospects for Check Point solutions.
- Actively listened to prospects needs and responded with offered solutions.
- Utilized Salesforce CRM, MS Office Suite (Word, Excel, PowerPoint) and various other applications
- Accurately defined decision makers of each lead
- Built a pipeline of prospective clients.
- Kept organized notes of 'lead status', including documenting all contact and communications.
- Reliable internal resource successful in driving net-new businesses.
- Responsible for setting demos along with the Account Manager & Security Engineer.

### ASSISTANT MANAGER

CHICO'S FAS, FRANKLIN, TN / 2018 – 2019

- Supporting Manager with sales, training of associates traineeship, employee scheduling and Human Resources matter.
- Primarily Customer experience.  
Sales Associate, March 2018 to August 2018

- Responsible for in store sales and building lasting relationships with clients in order to maintain recurrence

### ADMINISTRATIVE ASSISTANT

International Justice Mission, Chiang Mai, Thailand/ 2017 – 2018

- Worked as a liaison between the Field Office and HQ, by assisting staff with drafting emails and other English communications.
- Assisted with hosting international/foreign visitors (including groups), to the Chiang Mai Field Office.
- Assisted Supervisor with writing memoranda, such as decision memos, annual retreat memos and project design memos.
- Aided the IT department through communications, inventory, filling disposals and replacement reports, and request for new office assets.
- Assisted with the work permit applications for the interns and assisted new interns with the onboarding process.

## EXTRA

VOLUNTEER EXPERIENCE  
Anglican Relief Development  
Fund  
07/22

## PROFESSIONAL DEVELOPMENT

- Opened a new school in boy's high school in the rural area and participated in higher education for men and women.
- Visited and learned about leveraging natural resources
- Empowered women by advocating for higher education for women