



# URBAN ED ACADEMY CASE STUDY

SV Branches works with Urban Ed Academy to organize and manage emails, calendars, events and finances to optimize the Executive Director's daily workload.



## AT A GLANCE

### AREAS OF FOCUS

- Email Management
- Event Planning
- Calendar Management
- General Operational Duties

### BENEFITS

- Client Efficiency
- Timeliness of Response to Grant Requests
- Management of Multiple Project and Events



"For 7 years, our organization has been working to ensure that Black men become full-time classroom teachers in the Bay Area. Urban Ed Academy manages multiple cost-saving strategies to address deep representation gaps in the profession. By working with SV Branches Inc., I've increased my efficiency and impact with our work. Diane has become an invaluable member of our team."

**RANDAL SERIGUCHI, JR.**

EXECUTIVE DIRECTOR, URBAN ED ACADEMY

## OVERVIEW

Randal Seriguchi, Executive Director of Urban Ed Academy, was challenged daily with managing his ever increasing number of meetings and emails related to the growth of his organization. He recognized he needed support in order to free his capacity to focus on the vision and leadership required of him as an Executive Director. Randal contacted SV Branches to help him get the administrative support he needed, to sort through his emails, calendar and expenses.

## SOLUTIONS

SV Branches assigned senior Executive Assistant, Diane Tarapata, to work daily with Randal to set goals and optimize his day so that he can meet the challenges of a growing organization. Diane began her work with Randal by actively listening to his goals and needs, and then began managing his emails and calendar, optimizing and automating his expenses, and prioritizing what Randal needed to attend to. Through this comprehensive support, Randal now has more time and capacity to focus on his key goals.

## BENEFITS

### Benefit #1

Creating efficiencies in business operations of Urban Ed Academy.

### Benefit #2

Clearing the way for the Executive Director to optimize his time and focus, getting the clutter of daily work off his plate.

### Benefit #3

Timeliness in responding to key communication and grant deadlines by tracking dates.

### Benefit #4

Allow Urban Ed Academy's Executive Director to focus on the business of education and not to worry about administrative tasks.