



Kyra is a seasoned executive assistant with over 20 years in the field. Kyra has extensive experience with all administrative tasks, including scheduling and correspondence. Having held positions in the sales industry as well as education Kyra is able to tailor her skills to meet the needs of her various clients. Kyra is well-positioned to bring strong shareholder value while increasing productivity through excellent oversight, focus on growth, and fostering a healthy working environment both to work in and buy from.

*B.A., Curry College,  
P.A., Quincy College,  
CPF, Boston University*