



Wright Water Engineers, Inc.

**ELIZABETH KNUDSEN, CAP**  
**CHIEF ADMINISTRATIVE OFFICER**

**CURRENT**

Serving in a hybrid role to foster a collaborative company culture, enhance efficiency, and support the day-to-day needs of staff, to provide administrative support to executive staff, and to assist with detailed management of company projects.

**EDUCATION**

B.A., International Affairs, University of Colorado–Boulder, 2000  
B.A., International Spanish for the Professions, University of Colorado–Boulder, 2000

**CERTIFICATIONS**

Certified Administrative Professional  
Certified Virtual Assistant  
Colorado Notary Public

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**REPRESENTATIVE EXPERIENCE**

Serving as a liaison between staff and management related to personnel matters, overseeing employee recruitment and interviewing, employee onboarding and off boarding, fostering the employee review process, facilitating the mentorship and professional development of staff, maintaining knowledge of HR laws and regulations, and working with WWE management on the review and implementation of company policies and procedures.

Providing executive support to the Chief Executive Officer, Chief Financial Officer, President, Controller, and Board of Directors by leading cross-functional teams to accomplish company objectives, proactively managing time and resources to maximize efficiency, and collaborating on strategic planning and analysis of business development strategies.

Supporting WWE Project Managers with client interface, management of project and litigation files, creation and management of document databases, assistance with writing, formatting, and technical editing of reports and presentations, conducting technical research, and providing project and operational support. Provide extensive support to project teams serving as expert witnesses for litigation and mediation cases.

**MEMBERSHIPS**

International Association of Administrative Professionals  
International Association of Professional Virtual Assistants