

Amira Beer



Highly accomplished and dedicated administrative professional with over 30 years of progressive experience in municipal government. Trusted through the tenures of eight city managers, known for impeccable organizational skills, discretion, institutional knowledge, and a strong ability to navigate complex administrative and political environments.

WORK EXPERIENCE

Executive Assistant | City Manager's Office

❖ City of Cincinnati

December 2005 – December 2024

Managed the day-to-day operations of the City Manager's office, including scheduling, correspondence, meeting coordination, and public inquiries. Served as liaison between the City Manager and City Council, department heads, external agencies, and the public. Assisted in the preparation and dissemination of official communications, executive reports, and strategic briefings.

Assistant to the City Solicitor | Law Department

❖ City of Cincinnati

October 1999 – December 2005

Provided administrative support to the City Solicitor, managed calendars, coordinated meetings, drafted correspondence, and handled communication with City departments, external agencies, and the public.

SKILLS

- ✓ High-level organization
- ✓ Confidential Document Management
- ✓ Intergovernmental & Public Communication
- ✓ Deep Knowledge of City Government Operations

VOLUNTEER WORK

- Neighborhood Stewardship – Regularly improves the local environment by picking up litter during neighborhood walks.
- Animal Welfare Supporter – Ongoing supporter of local cat shelters through recycling donations and advocacy for animal welfare.