

Executive Assistant

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SUMMARY

Trusted executive assistant with nine years partnering directly with C-suite leaders, expert at orchestrating multi-city travel, gatekeeping a CEO calendar, and preparing board materials under tight confidentiality.

EXPERIENCE

Executive Assistant to the CEO, Summit Holdings Corporation

2020 – Present

City, ST

- Served as sole gatekeeper for a CEO averaging 55 meetings per week, prioritizing requests and reclaiming roughly six focus hours weekly.
- Arranged complex multi-leg international itineraries across eight time zones, including visas, ground crews, and contingency rebooking.
- Compiled quarterly board decks of 60-plus slides, coordinating inputs from seven executives and meeting every distribution deadline.
- Managed a discretionary expense budget of \$120,000 annually with full reconciliation and zero audit findings over three years.
- Coordinated a 25-person leadership offsite end to end, negotiating venue terms that came in \$9,000 under the approved budget.
- Handled confidential M&A correspondence and data rooms, maintaining strict information barriers throughout two transactions.
- Built an executive briefing routine that delivered a one-page daily digest, cutting the CEO's pre-meeting prep time by 40%.
- Mentored two junior assistants on calendar triage and stakeholder etiquette, both promoted within 18 months.

Executive Assistant to the COO, Pinnacle Advisory Group

2017 – 2020

City, ST

- Supported a COO and three vice presidents, juggling four interdependent calendars across overlapping priorities.
- Processed roughly 110 expense line items monthly through the corporate card system with consistent on-time submission.
- Drafted executive communications and meeting summaries that leadership forwarded to staff without edits 95% of the time.
- Planned 30-plus client dinners and partner events each year, tracking RSVPs and dietary needs in a shared tracker.
- Coordinated relocation logistics for two incoming senior hires, sequencing housing, IT setup, and onboarding schedules.
- Created a vendor contact register that shortened event-supplier turnaround from days to same business day.

EDUCATION

Bachelor of Arts in Business Communication

2013 – 2017

State University — City, ST

CERTIFICATIONS & LICENSES

Certified Administrative Professional (CAP)

SKILLS

C-suite calendar gatekeeping · Complex travel management · Board meeting preparation · Confidentiality and discretion · Stakeholder management · Expense and budget oversight · Executive communications · Event and offsite planning · Microsoft 365 and Teams · Project coordination · Vendor negotiation · Onboarding logistics