

First Last

415-555-1234 | City
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Highly Accomplished C-Suite Executive Assistant with 15 Years of Experience: Skilled in diplomatic gatekeeping, meticulous calendar management, intricate travel coordination, project management, event planning, and handling confidential and critical matters with sound judgment and effective decision-making. Adept at managing multiple priorities and projects efficiently in a fast-paced and dynamic environment.

EMPLOYMENT HISTORY

Company | Location

Dates

Executive Assistant to the Chief Marketing Officer

- Acted as a strategic thought partner; skillfully and strategically managed and prioritized the CMO's schedule. Organized and attended team meetings within the organization, keeping meeting notes and providing follow-up where appropriate
- Provided a bridge for smooth communication between the executives and internal departments; demonstrated leadership, dependability trust and credibility
- Researched, prioritized, and followed up on incoming issues and concerns, including those of a sensitive or confidential nature
- Planned, coordinated, and successfully executed Marketing team all-hands and summits
- Coordinated with external media outlets to arrange for CMO interviews, speaking engagements and panels. Developed, enhanced, edited, and maintained a wide range of documents, including contacts, meeting notes, reports, charts, agreements, correspondence, and presentations with 100% accuracy
- Expertly coordinated complex domestic and international travel arrangements

Company | Location

Dates

Executive Assistant to the two Founders and Managing Partner

- Managed & maintained heavy calendaring for the two Founders and Managing Partner, including but not limited to scheduling meetings, conferences, and events
- Prioritized and appropriately handled time-sensitive, confidential information and ensured action items were addressed in a timely manner
- Planned & booked detailed professional and personal domestic and international travel itineraries. Created and submitted expense reports
- Managed Dealflow input via Airtable
- Booked reservations for lunches, dinners, and events
- Assisted Operations Manager with event planning and portfolio company onboarding
- Assisted with personal matters; coordinated personal travel, appointments, and home renovation project coordination

Company | Location

Dates

Executive Assistant to three Managing Partners

- Managed business and personal calendars for four venture capitalists
- Responsible for extensive scheduling, internal and external meeting coordination
- Coordinated domestic and international travel
- Planned quarterly offsite partner meetings: date, location, and menu
- Conducted in-depth research on perspective investment companies
- Created and managed expense reports
- Coordinated conferences, including presentation
- Provided Receptionist/Front Desk support
- Maintained files, including confidential records

EDUCATION

University *Bachelor of Arts, Degree*