

# First Last

415-555-1234 | Location | firstlast@gmail.com | She / Her

## Executive Business Partner

Polished, discreet, and diplomatic executive ambassador with an impeccable record of maintaining confidentiality. Approachable and positive collaborator, team member, team builder, and team leader. Proven ability to successfully execute in a fast-paced, high-volume, mission-critical, and time-sensitive environment.

### Professional Experience

**Company, City, State Dates**

#### ***Executive Assistant to CEO***

- Manage CEO's ever-changing professional and personal calendars, travel schedules, and internal & external communication related to meetings, conference calls, invitations, event planning, and interviews
- Coordinate meetings, document outcomes, and ensure prompt follow-up on action items
- Written and verbal correspondence on behalf of CEO while exercising a high degree of discretion and confidentiality
- Manage CEO gifting program for VIPs, employees, family, and friends
- Collaborate with the internal EA team and senior leadership including coordinating meeting preparations, logistics, and changing plans
- Coordinate quarterly Board Meetings and collated presentation materials
- Arrange private/commercial travel and vacation experiences for family and friends of CEO
- Facilitate and organized timely communication, wire transfers, and signatures for important business documentations

**Company, City, State Dates**

#### ***Executive Assistant to X***

Administrative

- Managed busy calendars, frequent/complex travel, team off-sites, speaking events, customer dinners, volunteering events, expense reports, invoice tracking, legal documentation

Program Management

- Oversaw Government Affairs pipeline and business operations reporting
- Created and curated presentation decks for C-Level audience
- Documented and summarized business impact of programs/initiatives
- Prepared briefing documents for executive review and recorded meeting notes

Event Management

- Planned and executed fundraisers and speaking events with Chairman/CEO office
- Managed end-to-end Speaker Series communication & operations
- Assisted Chief Legal Officer with Board Meeting preparation and special projects

**Company, City, State Dates**

***Executive to VP, Investor Relations***

- Calendar Management: Strategic Time Optimization and Planning.
- Interface with C-Level, Board Director, and Senior Executives routinely.
- Heavy Domestic and International Travel Planning
- Meeting and Event Planning / Production
- Internal and External Communications, on behalf of Executives, when required.
- Expense and Budget Management
- Extensive Admin interviewing and hiring

**Company, City, State Dates**

***Executive & Personal Assistant to the CEO***

- Calendar Management: Strategic Time Optimization and Planning
- Heavy Domestic and International travel planning with highly specific personal travel preferences accommodated
- Internal and external communications, on behalf of executives, when required
- Produced a Senior Exec Report based on data provided by leads within the organization

**Work Tools**

Google Apps [Calendar, Gmail, Keep, Docs, Slides, Sheets, Photos, Contacts, Drive, Groups, Voice, Meet, Chat, Translate, Flights, Waze, Maps, Streetview, Chrome, Pixel 2 + 3 + more], Mac Apps [Messages, Keynote, iTunes, Siri, Mail, Numbers, Contacts, Photos, Facetime, iCal, iPhone +more] Microsoft Office.

**Education**

Name B.A | City, State