

SAMANTHA CONSTABLE

SENIOR EXECUTIVE ASSISTANT

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Welcome! I'm Samantha Constable – Your Strategic Executive Partner

With over a decade of experience as a **Senior Executive Assistant and Project Coordinator**, I specialize in **optimizing executive operations, streamlining workflows, and enhancing productivity** for high-level leadership teams. Having supported **C-suite and VP-level executives** at global companies like **VMware, Hitachi Vantara, LogMeIn, Roche, and Cisco**, I bring a strategic, proactive approach to executive support.

Why Work With Me?

I am more than just an executive assistant—I am a **trusted strategic partner** who thrives in fast-paced, high-impact environments. My expertise lies in **anticipating needs, improving operational efficiency, and ensuring seamless executive support** so leaders can focus on their most critical priorities.

- **Executive-Level Support & Calendar Optimization** – Skilled at managing complex schedules, balancing strategic priorities, and ensuring **maximum executive efficiency**.
- **High-Profile Meeting & Event Coordination** – Proven success in **organizing board meetings, leadership summits, and global team off-sites**, ensuring flawless execution.
- **Process Improvement & Workflow Automation** – Passionate about **identifying inefficiencies and implementing solutions** that increase productivity and reduce administrative overhead.
- **Confidential Document & Communication Management** – Trusted to handle **sensitive executive communications, approvals, and legal documentation** with discretion and accuracy.
- **Cross-Functional Collaboration & Project Coordination** – Experienced in **KPI tracking, stakeholder alignment, and leading special initiatives** to support business objectives.
- **Advanced Technical Proficiency** – Highly skilled in **Microsoft Office Suite, SmartSheets, Asana, Jira, Concur, Expensify, and AI tools like ChatGPT** to optimize executive support.
- **Global Experience & Multinational Adaptability** – Adept at supporting teams across **multiple time zones**, navigating corporate structures, and driving collaboration in global organizations.

Let's Connect!

I am passionate about **helping executives operate at their highest potential by providing seamless support and strategic partnership**. Whether you're seeking an experienced executive assistant or need guidance on optimizing administrative processes, I'd love to connect and explore how I can contribute to your success.

Feel free to reach out via [email] or connect with me on [LinkedIn]. Looking forward to the opportunity to collaborate!
Warm regards,

Samantha Constable
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