

## Executive Assistant

*A meticulous and proactive professional with a wealth of experience in providing executive-level support to business leaders across various industries. Dedicated to optimizing efficiency and driving organizational success, I excel in delivering strategic assistance to achieve ambitious goals, thoughtful optimization of my executive's calendar with balance and maintaining discretion in my duties.*

Experienced executive assistant adept at efficiently coordinating large-scale events, meticulously managing schedules, and optimizing financial stewardship through precise expense management and budget preparation. Recognized for streamlining operations and enhancing productivity through refined administrative protocols. Passionate about fostering professional development among administrative teams through impactful training initiatives. Expertise includes seamless travel arrangements for executive leadership across diverse sectors, dynamic communication, and sharing technical software skills on cutting-edge technologies. Thrives in fast-paced environments and consistently exceeds expectations with creativity and critical thinking.

### Core Competencies

- Executive-Level Support
- Event/Project Management
- Administrative Operations Management
- Office & Estate Management
- C-Suite Communications
- Large Format Meeting Facilitation
- Strategic Planning
- Budgeting & Scheduling
- Calendar Optimization
- Reporting & Documentation
- Process Improvement
- Policy Adherence Liaison
- Team Leadership & Training
- Project Management
- Global/Domestic Travel Planning
- Content Development/Editing
- Cross-Functional Collaboration
- Graphics Artist

### Professional Experience

#### VMware (Broadcom), Palo Alto, CA Executive Assistant Business Partner

2023 – 2024  
(Laid Off)

Dynamic and detail-oriented professional adept at providing comprehensive administrative and executive support within established guidelines. Trusted to make decisive contributions in planning, organizing, and scheduling diverse meetings and project reviews. Upholds the highest standards of integrity and confidentiality while executing tasks. Possesses exceptional written and verbal communication skills, coupled with independent decision-making abilities.

- Schedule and manage a demanding calendar, prioritize, and resolve schedule conflicts, handle scheduling challenges arising from urgent customer and CEO requests.
- International and Domestic Travel planning and expense support and management.
- Partner with the business operations functions to create and edit business communication and documents
- Responsible for coordinating and planning all-hands, meetings, conference calls, roadshows and special events, including arrangement of logistics, meeting space, communications, and catering.
- Partner closely with other administrative and support staff to facilitate communication with all levels of management internal and external.
- Create and track PRs and POs as required.

#### Wipro, Limited, Mountain View, CA EA Business Partner

2022 – 2023  
(Resigned)

Utilizing common sense and my prior high tech start up background, provide top-level assistance to three high level executives.

- Calendar management for executives.
- Compose and respond effectively to emails on behalf of my executive.
- Aid executives in preparing for meetings, optimizing daily schedules and resolving conflicts with discretion.
- Draft slides, meeting notes and documents for executives and create layout and content for internal sites.

**Hitachi Vantara, Santa Clara, CA**  
**EA Business Partner**

**2021 – 2022**  
**(Resigned)**

Leverage management skills to provide high-quality support to SVP of product engineering with 700 subordinates. Manage executive-level communication through multiple platforms, such as email and SharePoint. Plan and arrange international travel for site visits. Generate comprehensive reports and documentation to facilitate leadership with informed decision-making.

- Supported successful execution of large-scale remote events, including Hackathons, All Hands, and webinars.
- Contribute to scheduling, content creation, and editing in post-production.
- Improved professional competencies of three executive assistants through coaching, mentoring, and guidance.

**Symphony Communications, Palo Alto, CA**  
**Senior Executive Assistant**

**2019 – 2020**  
**(Laid Off)**

Supported CPO, CXO, CSO, and EVP of engineering in performing administrative tasks, such as reporting, calendar management, expense analysis, purchase requests, and event planning. Organized meetings, made travel arrangements, and created daily schedules for executive leadership.

- Served as a sole admin at a site of 150 people.
- Acted as a Host/Moderator for large meetings (All Hands, Hackathon, senior leadership, staff meetings).
- Prepared and delivered highly interactive and graphically enriched presentations to senior leadership.
- Organized training sessions to familiarize junior team members with organizational policies and procedures.

**Roche Sequencing Solutions, Santa Clara, CA**  
**Senior Executive Assistant and Manager**

**2016 – 2018**  
**(Laid Off)**

Acted as the point of contact between executives and employees/clients; shared and communicated company directives and policies to staff members in a clear and concise manner.

- Managed admin staff of three members to support GM and senior leadership (along with 350 employees).
- Improved skills and knowledge of admin staff by providing regular guidance and training.

## Additional Experience

**Executive Assistant** | Cisco Systems (Resigned)

**Senior Executive Assistant** | LogMeIn (Laid Off)

**Executive Assistant** | Stanford University (Contract)

**Executive & Personal Assistant** | Brookstone Holdings (Laid Off)

**Executive Assistant** | Government of Singapore (Resigned)

**Graphics Artist** | Bowne at Goldman Sachs (Contract)

**Executive & Personal Assistant & Manager** | Telecruz (Laid Off)

**Project Administrator** | Cornerstone Research (Resigned)

**Graphics Artist** | Deloitte & Touche (Laid Off)

**Executive Assistant to Partners** | The Market Relations Group (Laid Off)

**Administrative Assistant** | Mitsubishi Electronics America (Resigned)

## Technical Proficiencies

Microsoft Outlook, Word, Excel, PowerPoint, OneNote, SharePoint, Expensify, One Drive, Gmail, GCal, GContacts, GSlides, GSheets, GDocs, GKeep, GSite, GDrive, Namely, Zoom, MS Teams, ChatGTP, Concur, Workday, Slack, Miro, Oracle iProcurement, NetSuite, ZincMaps, Skype, WebEx, GoToMeeting, GoToWebinar, Wix, Vizio, Symphony