

Shawn White

Startup Executive Assistant



Executive Assistant with 5 years of experience supporting founders and small startup teams through fast-paced scaling phases

Adaptable, organized, and comfortable wearing multiple hats, handling everything from scheduling to culture building and vendor relations.

Los Angeles, CA 90017
(000) 000-0000
email@example.com

Professional Experience

Executive Assistant

NimbleTech, Los Angeles, CA

July 2020 - Present

- Manages the Founder's day-to-day calendar, team check-ins, investor meetings, and follow-ups during Series A and B funding rounds
- Created internal resource systems using Notion and Google Drive to centralize documentation and task tracking
- Coordinates team offsites, demo days, and product showcase events with vendors and marketing leads

Administrative Coordinator

CoveStart Labs, Los Angeles, CA

August 2018 - June 2020

- Scheduled development sprints and tracked project milestones for a five-person leadership team
- Set up recruitment interview flows and supported onboarding for 15+ new hires
- Managed monthly operating expense reports and vendor contracts

Education

Bachelor of Science (B.S.) in
Business Administration

May 2018

California State University, Los Angeles,
CA

Certifications

- Startup Operations Certificate | TechLaunch Academy | October 2020

Key Skills

Calendar management

Document organization

Executive support

Internal systems

Meeting logistics

Startup operations

Vendor coordination