



Chris Jackson

C-Suite Executive Assistant

Seattle, WA 98101
email@example.com
(000) 000-0000

C-suite Executive Assistant with over 13 years of experience supporting CEOs, CFOs, and board chairs in Fortune 500 environments

Expert at managing cross-functional workflows, high-volume scheduling, and board communications. Trusted to drive executive efficiency and maintain absolute confidentiality.

Professional Experience

C-suite Executive Assistant *Cascade Innovations, Seattle, WA | June 2015 - Present*

- Coordinates all logistics for CEO and CFO, including financial reviews, investor calls, and cross-department planning sessions
- Leads preparation for quarterly board meetings, compiling financials, regulatory summaries, and strategic memos
- Developed templates and onboarding processes for new executives, reducing transition gaps by 40%

Executive assistant *Helix Technologies, Seattle, WA | March 2011 - May 2015*

- Supported SVP of Operations and Chief People Officer during company expansion across three new regions
- Managed travel and regulatory documentation during internal audits and board transitions
- Created departmental scorecards now used quarterly by operations team to track KPIs

Education

Bachelor of Science (B.S.) in Organizational Leadership | May 2010 University of Washington, Seattle, WA

Key Skills

- Board documentation
- Budget coordination
- Calendar management
- C-suite support
- Confidential reporting
- Cross-functional planning
- Executive onboarding

Certifications

- Certified Administrative Professional (CAP) | IAAP | January 2016