



# SHAWN WHITE

Atlanta, GA 30303  
email@example.com  
(000) 000-0000

## Executive Assistant to CEO

Executive Assistant to CEO with over 11 years of experience supporting high-profile company leaders in fast-paced, high-growth organizations

Skilled in managing sensitive information, strategic calendar planning, and investor meeting logistics. Trusted to lead communication flow and manage high-impact initiatives with discretion and precision.

### Education

- Bachelor of Arts (B.A.) in Communication | May 2012  
Georgia State University, Atlanta, GA

### Key Skills

- ● ● ● ●  
Calendar management
- ● ● ● ○  
Communication routing
- ● ● ● ○  
Event logistics
- ● ● ○ ○  
Investor relations
- ● ● ○ ○  
Legal correspondence
- ● ○ ○ ○  
Project tracking
- ○ ○ ○ ○  
Strategic scheduling

### Professional Experience

#### ● Executive Assistant to CEO

*Wellington Solutions Inc., Atlanta, GA | February 2015 - Present*

- Coordinates all internal and external communications for CEO, overseeing scheduling and briefings across three global offices
- Plans quarterly investor relations meetings, handling all preparation, materials, and post-meeting action tracking
- Serves as project lead for confidential merger-related tasks, supporting legal and finance with timeline coordination

#### ● Executive Assistant

*SkyTrust Health Systems, Atlanta, GA | July 2012 - January 2015*

- Supported CEO and board chair during rapid acquisition period, coordinating weekly strategy sessions and legal document routing
- Reduced last-minute rescheduling by 60% through proactive meeting flow management and calendar balancing
- Drafted internal leadership announcements and external CEO statements published across major health networks

### Certifications

- Executive Assistant Certificate | American Society of Administrative Professionals | May 2016