



SHAWN WHITE

Executive Assistant to CEO

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

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