

Professional Experience

June 2019 - Present

Executive Assistant – Engineering

CodeSpring Inc., Portland, OR

- Manages the CTO's calendar and engineering leadership meetings across four product teams, balancing team reviews and roadmap deadlines
- Drafts executive summaries for sprint reviews, incorporating inputs from Jira boards and team presentations
- Coordinates quarterly planning retreats for technical leadership and prepares KPI dashboards for reporting

August 2016 - May 2019

Administrative Coordinator

LightBase Software, Portland, OR

- Scheduled team standups, sprint demos, and testing reviews for a growing product engineering team
- Built internal documentation processes to track decisions and outcomes from leadership syncs
- Supported engineering hiring events, preparing interview materials and coordinating schedules for 20+ candidates

Education

Bachelor of Arts (B.A.) in Technical Communication | May 2016

Portland State University, Portland, OR

Certifications

- Certified Scrum Foundations | Scrum Alliance | October 2020

Logan Hall

Technical Executive Assistant

Portland, OR 97201
email@example.com
(000) 000-0000

Executive Assistant with 7 years of experience supporting CTOs, engineering directors, and product leads in agile, tech-driven companies

Highly skilled in aligning executive schedules with product roadmaps and engineering sprints, ensuring consistent workflow across fast-paced technical environments.

Key Skills

Agile meeting coordination

Calendar syncing

Dashboard prep

Engineering support

Sprint review tracking

Technical documentation

Workflow planning