



Chris Jackson

Senior Executive Assistant

Denver, CO 80205
email@example.com
(000) 000-0000

Senior executive assistant with over 14 years of experience supporting VPs and C-level leaders across global finance and tech firms

Highly experienced in executive calendar management, board-level reporting, and confidential project coordination. Known for facilitating executive-level decision-making and orchestrating seamless operational workflows across international teams.

PROFESSIONAL EXPERIENCE

Senior Executive Assistant

NorthRiver Capital Group, Denver, CO | January 2016 - Present

- Manages complex scheduling and international travel for three senior executives across five time zones with zero scheduling conflicts in five years
- Partners with investor relations to develop quarterly board packets used in presentations to limited partners representing \$2B in assets
- Implemented onboarding procedures and meeting protocols that reduced executive prep time by 30% companywide

Executive Assistant

Paramount Technologies, Boulder, CO | June 2011 - December 2015

- Supported CTO and VP of Strategy during rapid-growth years, managing logistics and confidential communications for new product launches
- Designed internal reporting templates that are still used companywide to streamline project updates and improve reporting consistency
- Served as central contact for 12 departments, accelerating cross-functional approval timelines by 40%

CERTIFICATIONS

- Certified Administrative Professional (CAP) | International Association of Administrative Professionals | March 2019
- Microsoft Office Specialist (MOS): Outlook and Excel | Microsoft | July 2017

EDUCATION

Bachelor of Business Administration (B.B.A.) | May 2011

University of Colorado, Boulder, CO

KEY SKILLS



Calendar management



Corporate communications



Document preparation



Executive travel



Meeting preparation



Project coordination



Vendor liaison