



Shawn White

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.

PERSONAL INFORMATION



(000) 000-0000



email@example.com



Atlanta, GA 30303

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

Education

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

Certifications

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