

SUMMARY

Creative, proactive Executive Assistant with over 15 years of experience providing unparalleled administrative, logistical and communications support to executives and organizations. Expert-level skills in calendar and relationship management, writing and editing, graphic and presentation design, travel and expense coordination, event planning, team culture building, and enhancing organizational effectiveness. Former educator with a commitment to lifelong learning, growth and development.

PROFESSIONAL EXPERIENCE

Gates Foundation *Seattle, Washington (hybrid)* 04/2012 - 05/2025

Executive Assistant

- Provided high-level administrative and communications support for up to ten busy C-suite level executives at a time.
- Increased executive efficiency by 30% by managing multiple complex calendars across all time zones, proactively resolving scheduling conflicts, re-prioritizing on the fly, multitasking, and intuitively balancing leaders' meeting vs. work time.
- Significantly improved executive reputation by building and managing key partner and stakeholder relationships - prioritizing discretion and confidentiality, rapid response times, and professional representation of executives and organization.
- Saved senior leaders 20+ hours per month and ensured 100% expense compliance by coordinating and optimizing hundreds of complex executive travel itineraries and Concur reports annually.
- Project managed and executed 4-6 national conferences (50-300 attendees) and high-profile corporate events annually, driving 20% year-over-year increase in attendee satisfaction and strengthening organizational visibility.
- Contributed expert-level writing, editing, and graphic design for accurate, high-impact communications in support of strategy and mission. Elevated internal engagement by 15% by designing and editing a weekly newsletter for 100+ employees and developing executive-level audiovisual presentations for audiences of 50-300.
- Enhanced employee culture and retention by developing and facilitating 6-12 engaging and interactive team building programs per year, which increased employee participation by 30% and vastly improved cross-functional collaboration.

San Joaquin A+ *Stockton, California (remote)* 07/2020 - 10/2023

Executive Assistant to the CEO *(part-time concurrent role)*

- Delivered complex remote executive calendar, stakeholder and communications management for a high-growth startup CEO, improving executive productivity by 50% by ensuring seamless scheduling and prioritization of competing demands.
- Increased partnerships and support by 20% by creating branded logos, infographics, documents, and audiovisual presentations that elevated the company's mission and improved stakeholder understanding and brand visibility.
- Enhanced clarity, impact and professionalism by transcribing, editing and refining hundreds of executive emails, speeches, and letters each year, vastly improving external and internal stakeholder communication.
- Delivered comprehensive personal and executive support, including travel coordination, expenses, relationship management, and creative and engaging team building initiatives, ensuring consistently smooth operations across a dynamic environment.
- Successfully navigated tight deadlines, shifting priorities, and high-volume stakeholder communications across a very large executive network, demonstrating agility, discretion, commitment to confidentiality, and strategic prioritization skills.

JP Design Communications *Seattle, Washington (remote)* 10/2018 - Present

Administrative and Communications Consultant *(part-time concurrent role)*

- Founded communications consulting business to assist executives and organizations within areas of greatest expertise.
- Achieve tangible, lasting results in delivery of presentation design and overhaul, writing and editing, document aesthetics, graphic design (including infographics, logo design and branding), image, music and video editing, remote teambuilding activities, and general communications, administrative and operations support.

YMCA of Greater Seattle *Seattle, Washington (onsite)* 08/2011 - 02/2012

Business Manager

- Principal registrar and operations manager for all eastside childcare programs. Supervised one direct report.
- In an ever-changing environment with considerable ambiguity, achieved 15% increase in customer satisfaction through rapid response times, high levels of organization, attention to detail, commitment to confidentiality and discretion.

HowardCenter *Burlington, Vermont (onsite)* 01/2010 - 08/2011

Administrative Coordinator

- Executive and program support for Child, Youth and Family Services at this behavioral health agency.
- Maintaining strict confidentiality and 100% HIPAA compliance, ensured smooth program operations and logistics, coordinated staff hiring and onboarding, tracked program data, created branded communications strategies and materials.

EDUCATION

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|--------------------------------------|--------------------------------|------------------------------------|
| • Master of Education | University of Vermont | <i>Burlington, Vermont</i> |
| • Bachelor of Education | University of British Columbia | <i>Vancouver, British Columbia</i> |
| • Bachelor of Arts in English | University of British Columbia | <i>Vancouver, British Columbia</i> |

CORE COMPETENCIES

- Expert user of Microsoft Office Suite (Outlook, Powerpoint, Excel, Word, SharePoint, Teams), Zoom, Adobe Acrobat, Concur.
- Superior written and verbal communication skills, with a particular aptitude for writing, editing, spelling, grammar, structure.
- Strong business acumen, judgment, strategic thinking, intuitive problem solving.
- Proactive calendar management - looking far ahead to quickly resolve conflicts with minimal disruption to participants.
- EQ / Emotional intelligence and self-awareness, handling people and situations with tact, empathy, active listening.
- Building and managing key stakeholder relationships with respect, professionalism, discretion and rapid responses.
- Calmly and efficiently managing a rapid pace, tight timelines, conflicting viewpoints, ambiguity and constant change.
- Self-starter, comfortable in remote / virtual environment, intrinsically motivated to achieve results with minimal oversight.

LIFE EXPERIENCE

- Avid world traveler, songwriter, musician, writer, photographer, graphic designer, distance runner and outdoors enthusiast.
- Former career as a teacher, special educator, and athletic coach.

LINKS

- [LinkedIn](#)
- [Skills Summary](#)
- [Colleague Endorsements](#)
- [JP Design Communications](#)
- [Design Portfolio](#)