



Candidate ID:

**CANDIDATE #15-0604 (Sr. Executive Assistant)**

**Job title: Senior Executive Assistant**

Located in Virginia, but looking for fully remote opportunities.

This candidate has over 10 years of experience supporting C-suite executives and is looking for a challenging role in a fast-paced environment.

**Accomplishments/Experience:**

- Directly managed 2 reports and provided leadership/mentorship to over 10 executive assistants
- Collaborated with Chief of Staff within CEO's office to drive productivity, mitigate risks, and anticipate issues
- Coordinated 40+ projects/events annually, each involving 20+ components and cross-functional teams
- Planned and executed robust domestic/international travel itineraries for executives
- Handled highly confidential information and matters with utmost discretion

***Additional Note:*** Excellent interpersonal skills to develop and maintain effective relationships with senior executives, board members, and stakeholders. Passionate about continuous learning and adhering to the highest professional standards. Adept at streamlining operations and enhancing productivity through meticulous attention to detail.

**This candidate is actively on the market and open to new opportunities.**

**If you are interested in learning more about this candidate, please contact Leadman & Associates at: [info@leadmanandassociates.com](mailto:info@leadmanandassociates.com) with the candidate's ID in the subject line or by calling Tonya at (717) 475-0554.**