

Danielle Simmons

Executive Assistant

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SUMMARY

Executive assistant with nine years supporting C-suite leaders in finance and logistics, currently running a CEO calendar of 60+ weekly meetings across three time zones. Plans 10-12 board and investor events a year, and has delivered a 140-guest annual summit under budget three years running.

EXPERIENCE

Executive Assistant to the CEO

Crestline Capital Advisors · 2021 – Present

- Run the calendar of a CEO overseeing \$800M in client assets; 60+ meetings a week, reprioritized daily by deal flow
- Plan 10-12 board and investor events a year, including a 140-guest annual summit delivered under budget three years running
- Process travel and expenses for 4 executives in Concur; expense close time cut from 10 days to 2

Executive Assistant

Hartwell Logistics Group · 2018 – 2021

- Supported the COO and 2 VPs, coordinating 30+ trips a quarter across three time zones without a missed connection
- Rebuilt the executive meeting-brief format later adopted by all 8 assistants company-wide

Administrative Assistant

Peachtree Dental Partners · 2017 – 2018

- Scheduled 200 weekly appointments for 5 providers and held the practice no-show rate at 4%
- Cut office supply spend 12% by consolidating orders to two vendors on quarterly contracts

EDUCATION

B.A. English — Georgia State University

2016

SKILLS

Complex calendaring

Travel logistics

Board meeting preparation

Expense management (Concur)

Inbox triage

Venue & catering negotiation

Run-of-show planning

Guest logistics

Microsoft 365

Google Workspace

DocuSign

Zoom & Teams

Confidential correspondence

Gatekeeping

Vendor coordination

CERTIFICATIONS

Certified Administrative Professional (CAP) — IAAP

Microsoft Office Specialist (MOS) Expert