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# Sophia Ramirez

A technology executive assistant with seven years of experience supporting CTOs and senior technology leaders in high-growth environments. Skilled in managing technical project timelines, coordinating investor meetings, and ensuring seamless communication between product teams and executives. Highly proficient in handling confidential business strategies and optimizing administrative workflows.

## CONTACT



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LinkedIn | Portfolio



San Jose, CA

## EDUCATION

- Bachelor of Science (B.S.) in Business and Technology Management

Stanford University | May 2017

## KEY SKILLS

- Executive scheduling and high-level correspondence
- Technical project coordination
- Investor and stakeholder relations
- NDA and contract documentation
- Event and conference planning

## PROFESSIONAL EXPERIENCE

**Technology Executive Assistant** | InnovateX Tech, San Jose, CA  
August 2020 - Present

- Provide executive support to the CTO and VP of Engineering, managing complex schedules, coordinating investor meetings, and streamlining project updates
- Act as the primary liaison between product development teams and senior leadership, ensuring clear communication and alignment on project goals
- Spearheaded an executive workflow automation system that reduced administrative workload by 35%

**Administrative Coordinator** | Silicon Valley Startups, San Jose, CA  
June 2017 - August 2020

- Supported multiple technology executives by handling calendar management, expense reporting, and corporate event planning
- Assisted in tracking product launch timelines and coordinated cross-functional meetings to ensure successful project execution
- Improved investor relations processes by implementing a digital contract management system, reducing turnaround times by 40%