


Rachel Simmons


A C-level executive assistant with 12 years of experience supporting CEOs, CFOs, and other senior executives in Fortune 500 companies. Highly skilled in managing complex global schedules, facilitating board communications, and streamlining high-stakes corporate operations. Adept at maintaining confidentiality while handling sensitive information and managing cross-functional teams.



CONTACT

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 LinkedIn | Portfolio

 San Francisco, CA

KEY SKILLS

- High-level executive scheduling
- Board meeting coordination
- Confidential document management
- Financial reporting and budgeting
- Office and team leadership

PROFESSIONAL EXPERIENCE

January 2018 - Present

C-Level Executive Assistant, Vanguard Technologies | San Francisco, CA

- Provide direct executive support to the CEO, managing all scheduling, travel logistics, and board meeting preparations
- Act as a liaison between the CEO and department heads, ensuring smooth communication and operational alignment across divisions
- Developed a new executive workflow system that increased meeting efficiency by 40% and reduced scheduling conflicts

June 2013 - January 2018

Executive Assistant, BrightStar Capital | San Francisco, CA

- Managed executive communications, prepared financial reports, and coordinated high-level corporate meetings
- Led administrative teams, ensuring seamless collaboration between executive offices and internal departments
- Spearheaded an expense tracking system that reduced budget discrepancies by 25%

EDUCATION

Bachelor of Business Administration (B.B.A.)

University of San Francisco | May 2013