

Daniel Thompson

An executive assistant to the CEO with 10 years of experience managing high-profile executive operations, streamlining administrative processes, and facilitating strategic initiatives. Adept at maintaining confidentiality, managing cross-functional coordination, and improving operational efficiency.

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CONTACT

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EDUCATION

Bachelor of Arts (B.A.) Business Administration
New York University
May 2014

KEY SKILLS

- Executive calendar and travel coordination
- Board meeting support
- Office and team management
- Contract and legal document preparation
- Event planning and stakeholder engagement

PROFESSIONAL EXPERIENCE

- **Executive Assistant to CEO, Orion Capital, New York, NY**
August 2016 – Present
 - Manage the CEO's complex schedule, prioritizing meetings, travel, and communications to optimize executive productivity
 - Facilitate high-level board meetings by preparing materials, taking minutes, and ensuring follow-up on key action items
 - Develop and implement process improvements that enhanced operational efficiency by 35%
- **Administrative Coordinator, Legacy Financial Group, New York, NY**
June 2014 – August 2016
 - Provided administrative support to senior leadership, including preparing reports and coordinating internal communications
 - Managed expense reports and vendor contracts, improving financial tracking and reducing unnecessary expenditures
 - Organized corporate events, conferences, and executive retreats, ensuring seamless execution and stakeholder satisfaction