







Brandon Ellis

Executive assistant human resources

Experienced executive assistant with deep understanding of HR operations and C-suite support

Executive assistant with eight years supporting chief human resources officers (CHROs) and HR leadership teams. Adept at managing schedules, coordinating sensitive communications, and maintaining HR compliance with discretion and efficiency.

CONTACT

-  (000) 000-0000
-  email@example.com
-  LinkedIn
-  Eugene, OR

KEY SKILLS

- Executive calendar management
- Internal communication
- Meeting coordination
- Onboarding coordination
- Policy documentation
- Records organization
- Travel planning

PROFESSIONAL EXPERIENCE

October 2019 - Present

Executive Assistant to CHRO | OmniCorp Global | Tampa, FL

- Coordinate calendar and travel for CHRO and two HR VPs
- Prepare confidential reports and manage HR compliance documents for audit readiness
- Liaison for HR department meetings, onboarding sessions, and executive off-sites

June 2015 - August 2019

Administrative Assistant – HR Department | TropiTech Solutions | Tampa, FL

- Maintained digital HR records and supported annual performance review cycles
- Scheduled interviews and organized offer letters for 100+ job candidates annually
- Assisted payroll team during seasonal volume surges

EDUCATION

Bachelor of Arts (B.A.) in Communications

University of South Florida, Tampa, FL | May 2015