



MARISOL VEGA

Executive Assistant with 8 years supporting C-suite and VP-level leaders at fast-growing SaaS and healthcare firms. Known for protecting executive calendars, running tight board prep cycles, and translating messy priorities into clean weekly plans.

CONTACT INFORMATION

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-  Raleigh, NC

KEY SKILLS

- Google Workspace & Microsoft 365
- Calendar and inbox management at scale
- Concur, Expensify, Ramp
- Board prep and minute-taking
- Travel logistics (domestic & international)
- Notion, Asana, Slack
- Nextech EMR and Mindbody
- Vendor negotiation
- Event planning
- Discretion with confidential information

PROFESSIONAL EXPERIENCE

February 2021 - Present

Executive Assistant to CEO | Brightwater Health Systems | Raleigh, NC

- Manage a 60+ meeting weekly calendar across 4 time zones, blocking deep-work hours that the CEO uses for board and investor work.
- Run quarterly board prep: collect materials from 7 functional leads, build the deck, and distribute 5 business days before each meeting.
- Booked 142 trips in 2023 across domestic and international travel with zero missed connections by building a preferred-vendor playbook.
- Vet inbound asks from 200+ external contacts each month and surface only the 10-15 that need CEO time.
- Trained 3 new admins on our internal tools and the cadence the executive team expects.

June 2018 - January 2021

Executive Assistant | Kettle & Pine Software | Raleigh, NC

- Supported the COO and CFO during a Series C raise, coordinating diligence requests with 14 investor groups.
- Built a shared calendar protocol the leadership team still uses; cut double-booked meetings by roughly 70%.
- Owned offsite planning for groups of 40-60 people, including venue, agenda, and a \$185,000 annual events budget.
- Drafted board minutes and follow-up trackers reviewed by general counsel.

EDUCATION

B.A., Communication

University of North Carolina at Greensboro | May 2015

- Certified Administrative Professional (CAP), IAAP, 2019