



TALIA BRENNAN

CONTACT INFORMATION



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Portland, OR

EDUCATION

B.S., Business Management I
Portland State University I May 2013

- Notary Public, State of Oregon, 2020

KEY SKILLS

- C-suite executive support
- Board and audit committee prep
- SharePoint and OneDrive
- Travel management (Concur, TripActions)
- Confidential document handling
- Expense reporting and reconciliation
- Mentoring junior admins
- Vendor and contract review
- Executive communications drafting

ABOUT ME

Senior Executive Assistant with 11 years supporting C-suite leaders across fintech and consumer goods. Trusted to manage confidential matters, run board logistics, and mentor junior admins on the executive support team.

PROFESSIONAL EXPERIENCE

SENIOR EXECUTIVE ASSISTANT TO CFO I CASCADE RIDGE FINANCIAL, PORTLAND, OR
FEBRUARY 2019 - PRESENT

- Partner with the CFO on calendar, inbox triage, and weekly priority planning across a finance org of 240 people.
- Run logistics for 8 audit committee and board meetings per year, including 200+ page board books.
- Manage CFO travel and saved \$47,800 in 2023 by renegotiating preferred-hotel rates and shifting to a corporate card with better rebates.
- Built a confidential document workflow in SharePoint adopted by the full finance leadership team.
- Mentor 2 junior EAs on calendar conflicts, exec voice in email drafts, and discretion.

EXECUTIVE ASSISTANT I HARBORLANE GOODS CO., PORTLAND, OR
JUNE 2015 - JANUARY 2019

- Supported the SVP of Operations and Chief Marketing Officer through two acquisitions.
- Owned travel and expenses for a 9-person leadership team across 18 trips per quarter.
- Coordinated an annual leadership offsite for 55 attendees with an agenda built jointly with HR.
- Drafted internal comms on behalf of the SVP and routed approvals through legal.

ADMINISTRATIVE ASSISTANT I MT. TABOR ARCHITECTURE, PORTLAND, OR
JUNE 2013 - MAY 2015

- Supported a team of 12 architects with scheduling, billing, and project setup.
- Reconciled monthly client invoices against time-tracking software.
- Took on RFP formatting and proposal coordination by year two.