



DOREEN ASHWORTH

Senior Administrative Assistant with 18 years of C-suite support across healthcare, public utilities, and a regional law firm. Trusted with board materials, confidential HR matters, and complex international travel. Mentored five admin hires into permanent roles.

CONTACT INFORMATION

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-  Sacramento, CA

EDUCATION

- ASSOCIATE OF ARTS IN GENERAL STUDIES | SAN JOAQUIN DELTA COLLEGE | MAY 2007**

Certified Administrative Professional (CAP), IAAP, 2016

KEY SKILLS

- Executive calendar and inbox management at C-suite level**
- Board meeting preparation and minute taking**
- International travel coordination (visa, customs, multi-leg)**
- Concur, Coupa, DocuSign, Adobe Acrobat Pro**
- Microsoft 365, Smartsheet, BoardEffect**
- Vendor contract negotiation**
- Notary Public, State of California**

PROFESSIONAL EXPERIENCE

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE CEO | VALENCOURT MEDICAL GROUP, SACRAMENTO, CA | AUGUST 2019 - PRESENT

- Sole admin support to the CEO and chief medical officer of a 1,400-employee health system across 11 clinics.
- Prepare board packets for 6 quarterly meetings per year, including financial summaries, KPI dashboards, and confidential personnel items.
- Manage international travel for the CEO, including a 9-city European clinical partnership tour in 2023 with zero missed connections.
- Vet and triage roughly 300 inbound emails per day, escalating about 5% directly to the CEO and routing the rest to the right VP.
- Lead a quarterly admin roundtable for 12 admin staff across the system to share scheduling and Concur tips.

EXECUTIVE ASSISTANT TO THE GENERAL COUNSEL | SACRAMENTO MUNICIPAL POWER AUTHORITY, SACRAMENTO, CA | SEPTEMBER 2014 - JANUARY 2020

- Supported the General Counsel and a team of 9 staff attorneys handling regulatory and contract matters.
- Maintained the litigation hold tracker and coordinated outside counsel billing through Serengeti.
- Booked and prepared materials for monthly commissioner meetings, including confidential executive sessions.
- Trained two paralegals on calendar and filing conventions, both later promoted internally.
- Saved roughly \$32,000 annually by renegotiating the office's court reporting vendor contract.

ADMINISTRATIVE ASSISTANT | HARLOWE & YOUNT LLP, STOCKTON, CA | JUNE 2009 - AUGUST 2014

- Supported four partners in estate planning and probate.
- Managed client intake, conflict checks, and trust document preparation for review.
- Coordinated the annual client appreciation luncheon for 180 guests.
- Promoted from receptionist after 14 months.