

Daniel Jackson

Secretary

Hartford, CT 12345 | (860) 555-0124 | adaeze.okonkwo@email.com

Profile

Executive secretary with 18 years supporting C-suite leaders in healthcare and manufacturing. Run office operations, supervise junior admin staff, and serve as the trusted gatekeeper for confidential matters including M&A, HR investigations, and board governance.

Professional Experience

Executive Secretary to the CEO | Larkspur Health Systems, Hartford, CT

2018 – Present

- Serve as gatekeeper for a CEO overseeing 6 hospitals and 11,200 employees, managing a calendar of 50+ weekly meetings.
- Lead a team of 4 administrative staff supporting the executive leadership team; run quarterly check-ins and performance reviews.
- Coordinated logistics for the 2023 acquisition of a regional clinic group, including 14 board sessions and confidential due diligence binders.
- Manage CEO communications, drafting board memos, all-staff letters, and donor correspondence in the CEO's voice.
- Oversee an executive office budget of \$186,000 covering travel, events, and professional services.

Senior Executive Assistant | Ironclad Manufacturing Co., New Haven, CT

2012 – 2018

- Supported the COO and three VPs across plants in Connecticut, Ohio, and Tennessee.
- Built the office's first SharePoint-based records library, replacing paper files for HR, safety, and procurement.
- Planned annual leadership offsite for 65 directors, negotiating venue contracts and cutting per-attendee cost by roughly 18%.
- Trained and mentored 5 junior secretaries on minutes-taking, expense coding, and executive etiquette.
- Managed travel and visas for international vendor visits, averaging 32 inbound trips a year.

Executive Assistant | Meridian Trust Bank, Stamford, CT

2008 – 2012

- Supported the Chief Compliance Officer through two federal regulatory exams.
- Maintained the compliance department calendar of training, audits, and filings.
- Prepared monthly board committee packets and tracked open action items to closure.
- Coordinated confidential interviews and document collection for internal investigations.

Administrative Secretary | Glenwood Property Management, Bridgeport, CT

2005 – 2008

- Supported the owner and three property managers overseeing 1,400 residential units.
- Handled tenant correspondence, lease renewals, and vendor scheduling.
- Reconciled petty cash and processed weekly rent deposits.
- Maintained insurance and licensing records for the company portfolio.

Education

Bachelor of Science, Business Administration, Central Connecticut State University, 2005

Certified Administrative Professional (CAP) with Organizational Management Specialty, IAAP

Project Management Essentials Certificate, MSI, 2019

Key Skills

- Executive calendar and gatekeeping
- Board governance and minutes
- Confidential M&A and HR support
- Team supervision (4 direct reports)
- Budget oversight and vendor negotiation
- SharePoint and Diligent Boards
- Concur, SAP, and Workday
- Event and offsite planning
- Notary Public, Connecticut
- Travel coordination (domestic and international)