

DEBRA D. SAMPLE

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EXECUTIVE ASSISTANT PROFESSIONAL

Executive assistant with 15+ years' experience working with C-Suite leadership teams, board members and senior level executives in fast-paced, dynamic environments with a proven record of success working through IPO's, bankruptcies, mergers and reorganizations of global companies. Highly organized and detail-orientated team member with exemplary anticipation skills and expertise in performing thorough administrative support to high-profile executives. Possesses an in-depth knowledge of office operations with excellent communications, project management, tactical, technical and organizational skills.

PROFESSIONAL EXPERIENCE

Company Name – City, State

XXXX – Present

\$10.5B leading global distributor of industrial and specialty chemicals with over 260 distribution facilities worldwide and over 8,000 employees.

Executive Assistant to President & CEO and EVP, Chief Human Resource Officer

Provide concurrent executive support to President & CEO and EVP, CHRO responsible for managing this \$10.5B global company during a critical time of relocating the global headquarters to Chicago. Serve as liaison between CEO, Board of Directors, 11 direct reports, company employees and external contacts. Administer day-to-day activities for executives including meeting scheduling and coordination, global travel arrangements and executive office communications. Coordinate and provide oversight to executive administrative projects.

- Manage CEO and CHRO's calendar and independently plan and schedule logistics effectively across multiple offices on a global scale.
- Administer highly confidential, proprietary, and time-sensitive materials pertaining to the reorganization of management team and corporate relocation plans.
- Manage complex travel schedules, compose in-depth travel itineraries, arrange and schedule company plane and corporate jets.
- Liaise with contacts of five outside Boards that CEO is involved in, prepare materials as necessary, and track company reimbursements.
- Manage part-time administrative assistant, providing oversight and direction.
- Support CHRO and coordinate with outside recruiters to handle all logistics for incoming candidates.

Company Name – City, State

XXXX – XXXX

\$4B Internet-based travel company with localized sites for 29 countries and over 12,000 employees worldwide.

Executive Assistant to Chief Accounting Officer and Vice President, FP&A

Served as liaison between CAO and direct reports, 450 department employees, outside auditing firm and external contacts. Coordinated extensive travel, both domestically and internationally, and managed CAO and VP's calendar and expenses. Supported the Vice President and FP&A team. Responsible for facilitation of all new hire orientations and the ordering of computer equipment and office supplies.

- Project manager for accounting department office relocation; coordinated 100+ employees move to new building and managed vendor relationship for accounting and financial reporting teams.
- Organized financial reporting logistics and assisted with obtaining signatures for SEC filing.
- Researched, planned and coordinated strategic planning executive offsite in Canada; included coordinating in-depth travel logistics for 12 global executives while assisting the XYZ Network Group.
- Planned, budgeted, coordinated and facilitated all department events including the annual bowling event, department holiday party and department offsites.

Company Name – City, State

XXXX – XXXX

Company A Inc. and Company B Inc., completed a merger and launched Company C Systems Inc. With more than 700 customers, Company C Systems is an industry-leading provider of business performance and learning technology and services.

Executive Assistant to Chairman and Chief Executive Officer

Performed administrative responsibilities of a highly confidential nature for the Chairman and CEO. Managed CEO's calendar and served as a liaison between CEO and executive team members, Board of Directors, the financial community, publishing community, and all outside organizations of which the CEO was a member.

- Provided administrative support and onboarding logistics to CEO and Docent Inc. management in California to ensure a smooth merger transition.
- Communicated, scheduled and organized the quarterly Board of Directors meetings, Annual Shareholders meeting, offsite strategy sessions and company quarterly meetings. Prepared board books and scheduled Audit Committee meetings.
- Participated in weekly Business Operations meetings, transcribing notes and overseeing action items that pertained to the CEO.
- Planned and managed approximately six annual events and company functions including annual bowling, Halloween, baseball, and holiday parties.

Company Name – City, State

XXXX – XXXX

Sample Founder founded Company Inc. in 1986 to manage his business and charitable endeavors. Company creates and advances high impact initiatives in the sports, arts, energy, technology, philanthropy, real estate and science industries.

Executive Assistant to the Senior Advisor

Served as liaison between senior advisor and senior government officials, community leaders and executives. Managed senior advisor's calendar, phone and email communications, organized his workday, and performed administrative responsibilities of a highly confidential nature.

- Developed strong working relationships with senior management and executive assistants associated with the Portland Trail Blazers, Seattle Seahawks, APEX Online Learning, Click2learn, and other companies where the Senior Advisor served on Board of Directors.

Company Name – City, State

XXXX – XXXX

Leading developer and manufacturer of specialty ingredient systems based on natural renewal resources.

Executive Assistant to CEO

Planned and organized the Annual Shareholders meeting, quarterly Board of Directors meetings, the Annual Planning and Budget meeting and quarterly R&D meetings. Streamlined the meeting planning function by eliminating the services of the outside travel planner resulting in savings to the company.

Company Name – City, State

XXXX – XXXX

Chain of department stores founded in Seattle – filed for Chapter 11 in XXXX.

Executive Assistant to CEO and CFO

Supported CEO and CFO through Chapter 11 bankruptcy and a transition to new headquarters.

EDUCATION

B.S., Business Education, University of Minnesota, Duluth