# Margaret Liu-Okafor

**Senior Executive Assistant to the CEO | Executive Assistant to the President | Administrative Assistant to the Managing Director**

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## PROFESSIONAL SUMMARY

Senior executive assistant with fourteen years supporting chief executives in financial services and media. Acts as chief of staff in practice for a CEO: runs board and investor calendars, prepares board materials, manages confidential projects and leads a small team of assistants.

## PROFESSIONAL EXPERIENCE

### Senior Executive Assistant to the CEO

*Feb 2019 — Present*

*Hudson Ridge Capital Group · New York, NY*

- Manage the CEO's calendar, inbox and priorities across investors, board members, regulators and 1,200 employees in four countries.
- Coordinate quarterly board and committee meetings, including the board portal, materials deadlines, travel, catering and minutes drafts for the corporate secretary.
- Lead three executive assistants supporting the executive committee, setting shared calendar rules and covering for each other during absences.
- Supported a confidential acquisition, scheduling sensitive meetings under code names and controlling access to documents and rooms.

### Executive Assistant to the President

*Jan 2015 — Jan 2019*

*Gotham Lane Media · New York, NY*

- Supported the president of a media company with a heavy events schedule, including premieres, industry conferences and international press trips.
- Drafted correspondence and talking points for review, keeping a library of approved messages for recurring requests.
- Managed the office's events budget and vendor contracts, tracking every commitment against plan monthly.

### Administrative Assistant to the Managing Director

*Jun 2012 — Dec 2014*

*Battery Park Advisors · New York, NY*

- Scheduled client meetings and travel for a managing director and four associates in a fast-moving advisory team.
- Prepared pitch book binders and conference rooms for client meetings, often with same-day turnaround.

## EDUCATION

**BA, Economics** — Empire Valley College *2012*

## SKILLS

**Technical:** C-suite support, Board and committee logistics, Investor relations scheduling, Confidential project coordination, International travel and visas, Team leadership, Executive communications, Budget management, Event planning, Microsoft 365, Diligent board portal, Vendor and contract management

**Certifications:** Certified Administrative Professional (CAP), IAAP