Brianna Castillo

Executive Assistant to the VP of Sales and VP of Customer Success | Executive Assistant

brianna.castillo@email.example • (512) 555-0198

PROFESSIONAL SUMMARY

Executive assistant with six years supporting vice presidents in software and healthcare companies. Runs complex calendars, quarterly business reviews, offsites and expense workflows for two VPs, and acts as their link to direct reports and customers. Uses Google Workspace, Concur, Asana and Slack daily and is trusted with confidential reorganization and hiring plans.

PROFESSIONAL EXPERIENCE

Executive Assistant to the VP of Sales and VP of Customer Success *Mar 2022 — Present*

Pecos Cloud Software · Austin, TX

- Support two vice presidents leading teams of about 120 people, managing calendars, inbox triage and priorities across weekly customer and internal meetings.
- Plan two leadership offsites a year for up to 40 people, handling venue contracts, agendas, travel and budgets within approved spend.
- Build quarterly business review decks from team inputs, chasing deadlines and checking numbers against the sales dashboard before review.
- Coordinate onboarding for new managers in both organizations, setting up equipment, introductions and first-week schedules.

Executive Assistant *Jun 2019 — Feb 2022*

Lady Bird Health Partners · Austin, TX

- Supported the chief operating officer of a 12-clinic outpatient group, managing calendar, travel between sites and monthly operations meetings.
- Tracked purchase orders and invoices for the operations budget in Excel, flagging late approvals to the COO each week.
- Organized the move to video meetings during clinic closures, setting up recurring meetings and training managers on the tools.

EDUCATION

BA, Communication Studies — Hill Country State University *2019*

SKILLS

Technical: Executive calendar management, Domestic and international travel, Concur expenses, Offsite and event planning, Quarterly business review preparation, Google Workspace, Microsoft 365, Asana, Slack, Budget tracking, Onboarding coordination, Confidential projects, Vendor coordination

Certifications: Certified Administrative Professional (CAP), IAAP