Farah Papadopoulos

Executive Assistant

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SUMMARY

Executive assistant with 5 years supporting C-suite and VP-level leaders in logistics, managing calendars across 4 time zones, complex travel and board meeting prep. Cut the CEO's meeting load by 20% by redesigning his weekly schedule, and run an expense process that closes 3 days faster than before. Trusted to triage inbox and calendar requests without escalation.

EXPERIENCE

Executive Assistant to the CEO — Haldren Logistics Group

Denver, CO · Apr 2022 – Present

- Manage the CEO's calendar across 4 time zones and 3 direct reports, resolving an average of 15 scheduling conflicts a week without his input.
- Redesigned the CEO's weekly meeting template, cutting standing meetings by 20% and freeing 5 hours a week for strategic work.
- Coordinate quarterly board meetings for 9 board members, including materials, travel for 6 out-of-state members and a 2-day offsite agenda.
- Own the CEO's expense reporting and corporate card reconciliation, closing the monthly report 3 days faster than the prior process and catching $4,200 in duplicate charges last year.
- Screen and route 80+ daily emails and calls, handling routine vendor and scheduling requests directly and escalating only the 10% that need his decision.

Executive Assistant to the VP of Operations — Haldren Logistics Group

Denver, CO · Feb 2020 – Mar 2022

- Booked and managed 30+ domestic and international trips a year for the VP, rebooking around 2 missed connections and 1 canceled flight with no missed meetings.
- Prepared briefing packets for 12 monthly leadership meetings, pulling data from 3 departments into a single one-page summary.
- Maintained the department's shared calendar and conference room bookings for a 40-person team, cutting double-bookings to near zero.

SKILLS

Calendar & travel: Complex calendar management, multi-time-zone scheduling, domestic and international travel booking

Tools: Microsoft Outlook, Google Workspace, Concur, Zoom, Slack, Microsoft Office (advanced)

Operations: Expense reporting, vendor coordination, board meeting logistics, event planning

Judgment: Inbox and calendar triage, confidential correspondence, cross-department coordination

CERTIFICATIONS

Certified Administrative Professional (CAP), 2021

EDUCATION

B.A. Communication, University of Colorado Denver, 2018

Fictional example by FindAJobAI: the person, employers and numbers are invented.