

Corey Kelly

Executive Assistant

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Dedicated and seasoned professional with over decade of experience in providing high-level support to CEOs and executive teams. Renowned for orchestrating seamless operations within dynamic corporate environments, coupled with track record of executing strategic planning and event management. Proven success in administrative support, financial oversight, and cultivating vendor relations for ensuring streamlined office functionality. Committed to enhancing executive productivity through meticulous calendar management, travel coordination, and implementation of efficient operational processes. History of fostering direct executive-employee engagement and spearheading substantial corporate events, poised to deliver exceptional service and leadership.

Areas of Expertise

- ◆ Administrative Support
- ◆ Event Planning & Management
- ◆ Strategic Planning & Execution
- ◆ Budgeting & Finance
- ◆ Travel Management
- ◆ Calendar Management
- ◆ Vendor Relations
- ◆ Correspondence Handling
- ◆ Excellent Communication

Professional Experience

Jasper AI, Austin, TX
Executive Assistant to CEO

2022 to Present

Orchestrate executive meetings and appointments for optimizing executive's daily agenda. Coordinate multiple calendars, manage email correspondence, and schedule meetings. Manage coordination of various large-scale corporate events. Spearhead creation and execution of streamlined office operational processes.

- Planned and executed all aspects of successful inaugural GenAI conference.
- Collaborated with executive leadership to craft vision and mission congruent with company's long-term objectives.
- Achieved monthly reduction in office operations spending by \$11,670, marking 46% decrease from previous year.
- Pioneered "CEO Office Hours," facilitating direct employee-CEO interactions and fostering valuable feedback.
- Co-led implementation of Notion workspace overhaul by centralizing information and resources for enhanced employee accessibility and efficiency.

WalkMe, San Francisco, CA
Office Manager

2021

Oversaw end-to-end aspects involved in office space and equipment management. Administered and managed office budgets and schedules. Established and maintained positive vendor relationships. Directed comprehensive planning and execution of various events as well as contributed to shaping company culture.

- Cultivated harmonious work environment by providing guidance and mentorship for internal office relationships.
- Spearheaded implementation of improved office procedures and processes, enhancing office productivity. Fostered culture of positivity and commitment to assisting others.

Thoit's Bros. In, Palto Alto, CA
Assistant Real Estate Manager

2021

Oversaw progress of construction and maintenance projects, communicating project updates, delays, and schedule changes to relevant stakeholders. Coordinated external contractors for significant maintenance issues. Managed upkeep of original leases and renewal documents.

- Addressed and responded to tenant complaints and concerns across 22 commercial properties.
- Orchestrated property enhancements, including upgrades, space planning, and renovations.
- Collaborated with building owners to optimize marketing strategies, business plans, and tenant outreach programs, reducing vacancy periods.

Houzz, Palto Alto, CA
Office Coordinator | Facilities Manager

2018 to 2021

Tracked and documented expenses by reconciling accounts to maintain accurate and compliant financial records. Informed executives on evolving business needs by detailed documentation and calendaring of internal and client meetings. Orchestrated all office events, including company holiday parties and retreats, ensuring alignment with company's culture and budget.

- Assisted in project planning by estimating labor, materials, and scheduling requirements.
- Supported HR through completion of new hire orientation, incident reports, and benefits documentation for employees.
- Coordinated international and domestic travel arrangements for up to 100 staff members, including transportation and hotel accommodations.
- Ensured office efficiency by proactively anticipating and providing necessary supplies, troubleshooting issues, and identifying other essential tasks for productive operation.

Savitude, Palto Alto, CA
Executive Assistant to CEO/Founder

2017 to 2018

Generated expense reports, budgets, and utilized Bling systems. Crafted business and social itineraries for efficiently managing CEO's calendar through Q-Suite. Oversaw administrative duties, including intricate calendar management with priority on optimizing executive availability. Orchestrated investor presentations and weekly team meetings.

- Completed Techstars in Partnership with Target Retail Accelerator program (Class 2017).
- Delivered daily high-level administrative support to CEO and founder while supporting in executing targeted sales initiatives, scheduling, and travel coordination.

Karen Klein Fashion, Los Altos, CA
Executive Assistant to CEO/Founder

2013 to 2017

Generated precise office files, updated spreadsheets, and prepared presentations to enhance executive support and team productivity. Utilized QuickBooks to generate monthly invoices, reports, and various deliverables. Collaborated with technical designers and vendors to assemble comprehensive design packages.

- Negotiated with vendors regarding availability, product specifications, distribution, delivery schedules, and pricing.
- Acted as liaison with key accounts, providing tailored administrative support encompassing estate, household, and property management.

Education

Interior Design & Real Estate
West Valley College, Saratoga, CA

Certifications

CA Real Estate Salesperson, Licensed 2013
CAR First Time Buyer Specialist, Certified 2021
Notary Public, TX, Certified 2022