

Jesse Martin

Executive Assistant

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LinkedIn | Portfolio

Executive assistant with over eight years of experience supporting C-level executives in finance and tech. Skilled in calendar management, travel planning, and internal coordination. Known for improving administrative workflows and protecting executive time.

Professional Experience

Executive Assistant to CEO

ClearBank Capital | New York, NY

January 2020 - Present

- Manages a complex schedule with over 200 meetings monthly, reducing scheduling conflicts and late starts by 36%
- Coordinates domestic and international travel, saving an average of \$1,500 per month through vendor negotiations
- Created and maintained executive dashboards, improving visibility on key projects and reducing email volume by 40%

Administrative Assistant

VeloTech Solutions | Jersey City, NJ

July 2015 - December 2019

- Supported three VPs by preparing weekly reports, coordinating events, and managing internal communications
- Developed meeting prep system that cut briefing time in half and ensured materials were ready 48 hours in advance
- Reorganized digital file systems, resulting in a 61% decrease in document retrieval time company-wide

Education

Bachelor of Science (B.S.) Office Administration May 2015

Baruch College, New York, NY

Key Skills

- **Calendar coordination - Expert**
- **Document preparation - Proficient**
- **Executive reporting - Competent**
- **Meeting logistics - Amateur**
- **Travel planning - Beginner**

Certifications

Certified Administrative Professional (CAP)

IAAP | 2019

Notary Public

State of New York | 2021