

SAMANTHA CONSTABLE

SENIOR EXECUTIVE ASSISTANT | PROJECT COORDINATOR

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[Personal Website](#) | [LinkedIn Profile](#)

Proactive and highly organized **Senior Executive Assistant** with **extensive experience supporting C-suite executives** in **fast-paced, global organizations**. Adept at **strategic scheduling, executive operations, process optimization, and confidential document management**. Passionate about **team collaboration, workflow automation, and leveraging technology to enhance efficiency**.

CORE COMPETENCIES

- **Executive Support:** C-suite & VP-level assistance, board meeting coordination
- **Scheduling & Prioritization:** Calendar optimization, executive availability management
- **Event & Meeting Management:** High-profile events, logistics, stakeholder coordination, facilitation
- **Travel Planning:** Domestic & international itineraries, visa compliance
- **Expense & Budget Management:** Concur, Expensify, financial reconciliation and tracking
- **Process Improvement:** Workflow automation, operational efficiency
- **Confidential Document Handling:** Legal compliance, executive reporting
- **Project Coordination:** KPI tracking, cross-functional collaboration
- **Team Leadership & Training:** Mentorship, coaching, performance optimization
- **Content Development:** Internal communications, presentation design

TECHNICAL SKILLS

- **Office & Productivity:** Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint, OneNote)
- **Collaboration & Communication:** Jira, Google Workspace, Slack, MS Teams, Zoom, WebEx
- **Finance & Expense Management:** Concur, Expensify, Workday, SAP, NetSuite
- **Project & Task Management:** Asana, SmartSheets, Microsoft Project, Kanban, Miro
- **Website & Content Management:** Wix, SharePoint,
- **Artificial Intelligence:** Chat GPT (writing, editing and refining prompts and agents).

PROFESSIONAL EXPERIENCE

VMWare, Palo Alto, CA May 2023 - August 2024
Senior Executive Assistant (Position Impacted by Organizational Restructure)

- Managed **VP's calendar** for a **1,700-person division**, optimizing **50+ weekly meetings**, reducing conflicts by **30%**, and increasing executive productivity.
- Led **large-scale executive events**, increasing attendance by **15%** and enhancing engagement.
- Streamlined **global travel logistics**, reducing booking time by **25%**.

Wipro, Limited, Mountain View, CA October 2022 - May 2023
Senior Executive Assistant (Career Transition)

- Managed calendars for **three VPs**, coordinating **100+ emails and 60+ meetings weekly**.
- Developed **executive briefing materials**, reducing prep time by **20%**.
- Led **internal site content redesign**, enhancing accessibility and improving collaboration by **10%**.

Hitachi Vantara, Santa Clara, CA
Senior Executive Assistant

May 2021 - October 2022
(Career Transition ahead of Organization Restructure)

- Supported **SVP of Product Engineering (700-person division)**, improving response time by **35%**.
- Managed **5+ large-scale virtual and in person events**, achieving **90%+ attendee satisfaction**.
- Improved team efficiency by **25%** through process streamlining and coaching.

Symphony Communications, Palo Alto, CA
Senior Executive Assistant

April 2019 - November 2020
(Position Impacted by Organizational Restructure)

- Served as sole EA supporting **CPO, CXO, CSO, and EVP of Engineering** in a **150-person office**.
- **Negotiated enhanced travel contracts**, reducing executive travel costs by **20%**.
- Designed and delivered **10+ executive presentations**, increasing employee engagement in company-wide meetings.

LogMeIn, Mountain View, CA
Senior Executive Assistant

July 2018 - March 2019
(Position Impacted by Organizational Restructure)

- Coordinated **100+ cross-functional meetings annually**, increasing team productivity by **20%**.
- Oversaw **strategic initiatives**, boosting **operational efficiency by 15%**.
- Planned and executed **10+ corporate events**, achieving **90%+ attendance within budget**.

Roche Sequencing Solutions, Santa Clara, CA
Senior Executive Assistant & Manager

April 2016 - June 2018
(Position Impacted by Organizational Restructure)

- Managed a **three-person administrative team**(at a site of 350 people), increasing productivity by **20%**.
- Strengthened cross-functional collaboration by **15%** across site.
- Reduced **meeting redundancy by 40%** through workflow optimization.

ADDITIONAL PROFESSIONAL EXPERIENCE

Cisco Systems, San Jose, CA – Executive Assistant to VP (2011 – 2015)

Stanford Temps at Stanford University, Stanford, CA – Executive Assistant (2010 – 2011)

Brookstone Holdings, Palo Alto, CA – Executive/Personal Assistant to President (2005 – 2010)

Government of Singapore Investments, Redwood Shores, CA – Executive Assistant to EVP (2004 – 2005)