



Ashli Brown

Executive Assistant & Project Coordinator

Areas of Expertise

C-Suite Administrative & Executive Services

Project Coordinator

Client Relations

Graphic Design

Client Impact

Project Coordinator. Proficiently coordinated various projects, ensuring seamless execution and timely completion. Facilitated communication between team members, stakeholders, and external partners to ensure project alignment and progress tracking.

Executive Assistant. Provided comprehensive administrative support to executive leadership, including calendar management, travel coordination, finance, and graphic design. Managed confidential information with discretion and integrity, handling sensitive documents and client inquiries. Facilitated smooth day-to-day operations by coordinating meetings, preparing reports, and ensuring efficient communication channels within the organization.

Background

Ashli Brown is a seasoned administrative professional renowned for her exemplary organizational prowess and extensive tenure within C-suite Executive Assistant roles spanning over a decade. Additionally, she has two years of invaluable experience as a Project Coordinator. Demonstrating a consistent history of excellence in navigating high-volume and high-pressure environments, Ashli adeptly oversees administrative functions and fosters strong client relationships. Embracing a collaborative ethos, she remains committed to the collective success, firmly believing in the adage, "When One Succeeds, We All Succeed."

In her capacity as an Executive Assistant, Ashli is instrumental in ensuring the seamless operation of day-to-day activities, leveraging her proactive "can-do" attitude to efficiently manage confidential client inquiries, streamline onboarding processes, facilitate meetings, and ensure timely access for partners.

