



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.

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Executive Assistant and Project Coordinator

Ashli possesses a robust skill set in customer service and office administration, allowing her to manage front-end operations and back-end strategic planning initiatives effectively. Her adeptness ensures the timely and efficient attainment of organizational objectives. Moreover, her ability to foster cross-collaborative environments among key stakeholders and high-profile professionals has allowed her to collaborate with various C-Suite Executives across diverse sectors such as Executive Coaching in Academia, Medicine and Fortune 500 Companies, Entertainment, Sports Marketing, and Real Estate.

Her track record boasts numerous achievements, including supporting four partners in day-to-day operations, orchestrating project coordination efforts, guiding teams through complex projects, identifying areas for enhancement, and implementing solutions to optimize office efficiency. With experience serving as both an Executive Assistant and Personal Assistant for esteemed clients, Ashli brings a wealth of personalization, trust, and expertise to her roles.

Drawing from a background in Graphic Design and Business Management, Ashli seamlessly integrates her passion for art into her versatile skill set, positioning herself as a "Jill of all trades." Beyond fulfilling key administrative needs, she offers graphic design services and adeptly fine-tunes workplace environments tailored to the requirements of C-suite executives.

In her free time, Ashli supports the Giraffe Conservation Foundation. She has adopted two giraffes, Monkey and Ninja, in their fight to stop the silent extinction of their species. She hopes to adopt another giraffe, elephant calf, tiger, and panda. Adopting wildlife supports conservation efforts by providing financial aid for endangered species and their habitats while raising awareness and engaging communities in environmental stewardship. It symbolizes a commitment to protecting biodiversity and can help ensure the survival of threatened wildlife species. She is also active in her child's elementary adventures. Ensuring she is present for every milestone.



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Cultivating Healthy Organizations & Capable Leaders