

Our Team | Ashli Brown



Ashli Brown is a highly organized, experienced administrative assistant with over a decade of success in C-suite Executive Assistant positions and two years as a Project Manager and Project Coordinator. With a track record of solid performance in high-volume, high-pressure environments, Ashli skillfully manages administrative duties and client relations. Coupled with being a team player, she believes in the bigger picture; “When One Succeeds, We All Succeed.” As an Administrative Assistant, she ensures and streamlines smooth day-to-day operations with her robust “can-do” approach and efficient handling of confidential client inquiries, onboarding, facilitating meetings, and timely access to the partners.

Areas of Expertise

- C-Suite Administrative & Executive Services
- Project Coordinator
- Client Relations
- Graphic Design

Ashli’s strengths in customer service and office administration enables her to balance front-end operations with back-end strategic planning, ensuring that all organizational objectives are met promptly and efficiently. Additionally, her talent for cultivating and nurturing cross-collaborative cultures among key stakeholders and high-profile professionals has led her to work with multiple C-Suite Executives in Executive Coaching, Marketing, Real Estate and more. She has achieved numerous successes, including assisting four partners in day-to-day operations, project coordination, guiding teams on complex projects, tech support, identifying opportunities for improvement and implementing solutions to improve office efficiency, and serving as an Executive Assistant and Virtual Executive Assistant for prominent clients.

From a Graphic Design and Business Management background, Ashli turned her passion for art into a multi-faceted “Jill of all trades” skillset offering graphic design services in addition to key administrative needs and fine-tuning the workplace for c-suite executives.