# **BENJAMIN LEE**

# **Executive Assistant Director**





## PROFESSIONAL SUMMARY

Accomplished Executive Assistant Director with a decade of experience in optimizing administrative functions and enhancing organizational performance. Expertise in managing executive schedules, facilitating strategic meetings, and leading cross-functional teams. Dedicated to driving initiatives that align with corporate objectives and foster a culture of collaboration and excellence.

#### WORK EXPERIENCE

#### **Executive Assistant Director**

May / 2019-Ongoing

Pineapple Enterprises

耳 Santa Monica, CA

- 1. Collaborated with department heads to align departmental goals with organizational vision.
- 2. Ensured compliance with client performance standards while aligning with corporate requirements.
- 3. Contributed to proposal and business development efforts with existing clients to enhance service offerings.
- 4. Provided senior-level support to the Department of State's Systems Integrity Division, advising on IT-related issues.
- 5. Instrumental in establishing the Department's Public Key Infrastructure (PKI) Program Office.
- 6. Created technical working groups that facilitated the implementation of PKI policies across the Department.
- 7. Oversaw the management of three contracts within the Systems Integrity Division, enhancing operational efficiency.

#### Assistant Executive Director

May / 2015-May / 2019

Crescent Moon Design

**₽** Portland, OR

- 1. Served as Assistant Executive Director, overseeing daily operations and strategic initiatives.
- 2. Provided comprehensive business consulting to clients in various sectors, enhancing operational efficiency.
- 3. Negotiated contracts with vendors to secure favorable pricing for clients, improving overall service delivery.
- 4. Managed diverse projects in marketing, accounting, and web design, delivering tailored solutions for clients.
- 5. Gained executive management experience through supervisory duties, contributing to organizational success.
- 6. Increased membership by 25% over two years, achieving record growth for the Cahaba Girl Scout Council.

#### **EDUCATION**

#### Master of Business Administration

May / 2012-May / 2015

University of Florida

**₽** Phoenix, AZ

Focused on strategic management and organizational behavior.

#### SKILLS

Creative Thinking Regulatory Compliance **Technical Proficiency Executive Support** 

### **ACHIEVEMENTS**

Implemented a new scheduling system that improved executive time management by 30%.

Successfully coordinated a company-wide initiative that increased team productivity by 20%.

Streamlined communication processes resulting in a 25% reduction in project turnaround time.