

Shanen Smith.

EXECUTIVE ASSISTANT · CHIEF OF STAFF

More efficiency. More *impact*.

I'm focused on increasing the efficiency and impact of the executives I support.

Loop Closer

Cool Under Fire

Leader

Three Steps Ahead

Systems Builder

Discreet



15+ years supporting CEOs and the C-suite

4 VPs supported at once

260+ person event, planned and run

WHAT YOU'RE HIRING FOR

01 Executive support

CEOs, COOs, a CFO, CIO, and CHRO, plus four VPs at once at Sensience.

02 Projects & programs

Full-lifecycle IT projects, two state programs, and a 260-person annual event.

03 Calendar management

Complex calendars for several executives, built around what matters most.

04 Travel coordination

Domestic and international travel: air, hotel, car service, and conferences.

05 Gatekeeping

I protect the leader's time and keep confidential matters confidential.

06 Follow-up

Agendas, minutes, and action items, tracked until every loop is closed.

SELF-STARTER

**I don't need reminders.
I give them.**

I see what needs doing and act on it, without being asked.

IN HIS WORDS

"You're the best assistant I've ever had."

Chief Information Officer
Ohio Job & Family Services



Let's talk.

shanensmith.com · shanenmsmith@gmail.com · (614) 957-6620

Email me

Schedule a call