

# Shanen Smith.

Atlanta Metro (Remote)  
shanenmsmith@gmail.com  
shanensmith.com  
(614) 957-6620

**EXECUTIVE ASSISTANT • CHIEF OF STAFF • EXECUTIVE PARTNER**

---

Dear Hiring Manager,

Every leader needs someone who protects their time, keeps priorities moving, and makes sure what gets decided actually gets done. For more than 15 years, I've been that person for CEOs, C-suite executives, and VP leaders in manufacturing, technology, higher education, state government, law, and small business. I'm looking for my next role as an Executive Assistant or Chief of Staff.

Most recently at Sensience, I was primary support to four VPs across Marketing, Product, Sales, Engineering, and Supply Chain, and secondary support to the CEO, COO, CFO, and CHRO. I managed their calendars, travel, expenses, and purchase orders, onboarded new VP-level hires, and led executive prep for the industry's major trade show. At the State of Ohio, I partnered with the CIO and his leadership team, supervised two senior assistants, coordinated IT projects, and planned a division-wide event for more than 260 employees. As a virtual executive assistant before that, I worked directly for the CEO in every engagement.

For the past year, I've worked full-time on Ready to Grow, my consulting practice, building the systems behind growing businesses. At one client, the SOPs, meeting cadences, and service standards I put in place helped triple customer volume and revenue. That work confirmed where I'm most valuable: not spread across many owners in short engagements, but beside one leader for the long term, close enough to see the results compound.

You can count on me for calm under pressure, discretion with sensitive matters, and follow-through after every meeting. I also bring a marketer's understanding of the launches, campaigns, and deadlines a leader is juggling; I'm completing a marketing degree at Western Governors University.

I'd welcome a conversation about how I can support you and your team. You'll find my resume and case studies at shanensmith.com.

Sincerely,

**Shanen Smith.**