

Nari Mullins

Executive Business Partner, Creator Ecosystem

📞 (510) 555-7324

✉️ nari.mullins@example.com

🌐 linkedin.com/example/narimullins

📍 Oakland, CA 94612

STRENGTHS

- 🧘 **Calm executive judgment**
During shifting priorities, clarified tradeoffs before committing leaders. Colleagues came back for a thoughtful second read on sensitive requests.
- ⚙️ **Quiet process leadership**
Redesigned meeting intake and approval routing after noticing repeated friction. Small workflow changes gave peers cleaner paths and leaders better visibility.
- 🔒 **Confidentiality with care**
Handled organizational changes through controlled information flow and careful timing. Leaders trusted sensitive details to remain limited and accurate.
- 👥 **Human centered coordination**
Offsites and recognition events worked because participant needs stayed visible. Partners felt prepared, included, and clear about next steps.
- 💡 **Practical technology curiosity**
Used AI assisted synthesis with human review for executive preparation. The approach reduced repetition without weakening judgment or discretion.

SKILLS

Executive support

C suite partnership

Calendar management

Executive prioritization

Project management

Process redesign

Confidential planning

Team communications

Meeting records Goal tracking

Executive correspondence

SUMMARY

Executive Business Partner with 13 years supporting **C suite** and senior product leaders across **technology**, digital products, and creator focused businesses. Guides complex calendars, **executive prioritization**, travel, expenses, approvals, vendor coordination, and confidential organizational planning with calm judgment. Leads cross functional projects from unclear beginnings through visible execution, maintaining goals, decisions, **meeting records**, and follow through across product, engineering, finance, legal, people, partnerships, and operations teams. Redesigned workflows for executive briefings, meeting intake, approval routing, and task visibility, using AI assisted synthesis with human review for sensitive work. Builds trusted relationships with leaders, external partners, and administrative peers through precise communication, thoughtful escalation, mentoring, and dependable service. Ready to bring practical operating discipline, curiosity about technology and product development, and thoughtful executive partnership to a complex organization.

EXPERIENCE

Senior Executive Business Partner

Summit Arc Technologies 📅 April 2022 to Present 📍 San Francisco, California

Partners with a chief product executive and two senior leaders across a global digital platform organization. Owns leadership operating rhythms, confidential planning, executive approvals, workflow improvement, mentoring, and cross functional follow through.

- Translated shifting product priorities into calendar decisions, preparation windows, and protected executive focus periods.
- Maintained **goals**, **project plans**, decision records, and follow up across product, engineering, finance, legal, and people teams.
- Managed confidential leadership transitions by controlling information flow, sequencing communications, and coordinating sensitive executive actions.
- Reviewed **purchase orders**, vendor agreements, **headcount** requests, expenses, and travel against policy and budget context.
- Redesigned briefing workflows with AI assisted synthesis and human review, improving agendas, materials, and action tracking.
- Mentored support colleagues on **calendar strategy**, stakeholder judgment, interviews, **onboarding**, and practical operating standards

Executive Business Partner

Pixel Harbor Media 📅 January 2019 to March 2022 📍 San Jose, California

Supported a **C suite** operating leader and senior product leadership team in a creator focused digital media business. Managed calendars, travel, correspondence, events, operating trackers, partner relationships, and organization wide **process improvements**.

- Coordinated dense executive calendars across product launches, partner negotiations, planning cycles, and leadership reviews.
- Managed international travel, expenses, correspondence, and contingency plans for frequently changing executive schedules.
- Delivered leadership **offsites**, team building programs, and recognition events through aligned vendors, logistics, and follow through.
- Built an operating tracker for goals, decisions, milestones, and ownership across product, partnerships, marketing, and operations.
- Represented executives with creators, platform partners, and **clients** through prepared context and thoughtful written correspondence.
- Redesigned meeting intake and approval routing, then shared clearer request standards and escalation paths with administrative peers

Senior Executive Assistant

Cloudline Software Group 📅 July 2016 to December 2018 📍 Santa Clara, California

Partner relations Expense reports
Travel planning Vendor contracts

LANGUAGES

English Native
Spanish Intermediate

MY CAREER

0
MONTHS

Provided direct support for senior product and technology executives overseeing several software portfolios. Balanced operating cadences, customer meetings, strategic planning, urgent decisions, confidential communications, purchasing, events, and peer development.

- Balanced recurring operating cadences with customer meetings, strategic planning, and urgent executive decisions.
- Applied calendar triage by clarifying decision value, required attendees, tradeoffs, and escalation needs before scheduling.
- Coordinated purchases, vendor paperwork, expenses, and travel with finance and procurement partners for policy review.
- Controlled access to confidential meeting materials and leadership communications during organizational reorganizations.
- Ran quarterly leadership sessions by integrating agendas, facilities, vendors, participant communications, and action capture.
- Created onboarding guides and peer coaching sessions covering preparation, travel contingencies, and stakeholder communication

Executive Assistant

BrightPeak Digital 📅 June 2013 to June 2016 📍 Palo Alto, California

Supported two vice presidents in a growing digital product organization. Established dependable routines for calendars, travel, expenses, meeting preparation, cross functional coordination, briefing materials, task visibility, events, and sensitive correspondence.

- Established calendar, travel, expense, and meeting preparation routines as leadership responsibilities expanded.
- Coordinated product, design, engineering, sales, and finance meetings with clear objectives, materials, attendance, and ownership.
- Prepared concise briefing packets from project updates and partner correspondence for informed executive decisions.
- Maintained task lists, meeting notes, and milestones across concurrent product and operational workstreams.
- Organized department offsites and recognition events from venue selection through communications and day of execution.
- Earned trust for sensitive scheduling and correspondence through careful **judgment**, detail, and timely escalation

Administrative Coordinator

Cedar Point Applications 📅 September 2012 to May 2013 📍 Mountain View, California

Supported senior managers in a software organization through calendar coordination, meeting logistics, travel preparation, expenses, purchasing, records, interviews, onboarding, and **relationship building** across facilities, finance, recruiting, and product teams.

- Coordinated calendars, meeting logistics, travel preparation, and routine administrative requests for senior managers.
- Organized product and operations meetings with agendas, materials, rooms, attendees, and manager follow up.
- Processed expenses and purchase requests against policy, resolving missing information before submission.
- Maintained team records, contact lists, and shared planning documents during active project cycles.
- Coordinated interview schedules and new hire logistics with recruiting and **hiring** teams.
- Built stakeholder relationships across facilities, finance, recruiting, and product teams through dependable service

PROJECTS

Executive Operating Rhythm Redesign 📅 2025

Partnered with product, finance, legal, and people colleagues to simplify executive preparation, decision records, and follow up. Human review remained central for confidential information, while AI assisted synthesis reduced repetitive work and gave leaders clearer context.

Creator Partner Leadership Offsite 📅 2021

Coordinated a cross functional team across product, partnerships, marketing, and operations to deliver an offsite for creator focused leaders. Shared planning ownership, clear communication, and thoughtful logistics helped participants leave with visible commitments.

LEADERSHIP & AWARDS

- Trusted partner for confidential executive planning and sensitive organizational change at Summit Arc Technologies.
- Recognized by administrative peers for sharing practical process improvements in meeting intake and approval routing.
- Selected to mentor executive support colleagues and contribute structured interview feedback and onboarding plans.

EDUCATION

Bachelor of Arts in Business Administration

California State University, East Bay 🎓 GPA: 3.5 📅 2012 📍 Hayward, California

Coursework: *Organizational behavior, project management, business communications, operations management*

CERTIFICATIONS

- AI Productivity for Business Operations 📅 2025
- Project Management Foundations 📅 2023

TECHNICAL SKILLS

- **Executive Operations:** Calendar strategy, executive approvals, focus planning
- **Project Management:** Project plans, stakeholder coordination, milestone tracking
- **Product Operations:** Product development, operating rhythms, decision forums
- **Communication Tools:** Executive correspondence, meeting records, team channels
- **Financial Administration:** Expense reports, purchase orders, budget adherence
- **Vendor Management:** Vendor contracts, procurement coordination, supplier records
- **Travel Management:** Domestic travel, international travel, contingency planning
- **AI Workflows:** AI assisted synthesis, human review, information summarization
- **People Operations:** Headcount approvals, onboarding, retention support
- **Event Management:** Offsites, team building, recognition programs
- **Productivity Platforms:** Shared trackers, task lists, project documentation
- **Organizational Change:** Leadership transitions, confidential planning, communication sequencing

PROFESSIONAL AFFILIATIONS

- Executive Support Peer Mentoring Circle, Mentor
- Administrative Operations Community, Process Improvement Facilitator

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST