




KIVON RILEY

SENIOR EXECUTIVE ASSISTANT

CONTACT

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New York, NY 

linkedin.com/in/kivon-riley 

EDUCATION

High School Diploma

Maspeth High School

2010 - 2014

Queens, NY

SKILLS

MS Office (Word, PowerPoint,
Excel, Outlook)

Google Calendar

Gmail

Scheduling (Calendly)

Travel arrangements

Slack

Relationship building

File management

WORK HISTORY

Senior Executive Assistant

Current

2017 - current / New York, NY

- Supported CEO with calendar management including scheduling meetings, coordinating events, and balancing shifting priorities.
- Edited two chapters and received an acknowledgement in CEO's business book Zero to One.
- Coordinated internal and external meetings including all-hands meetings, board meetings, off-site meetings, one-on-one meetings, and two annual conferences.
- Liaised with senior leaders both inside and outside of the company, using effective communication.
- Maintained sensitive and complex calendars, requiring coordination with other senior leaders.
- Launched a monthly industry networking lunch with an average attendance of 23 professionals.
- Handled telephone coverage as needed, including by responding to inquiries, routing calls, and taking detailed messages.

Executive Assistant

EMD Diamonds

2014 - 2017 / New York, NY

- Provided general administrative support to the Executive Operations Manager and CEO.
- Created the template for the quarterly board meeting presentation in Microsoft PowerPoint, and worked closely with the CEO to finalize all presentations.
- Maintained sensitive and complex calendars, requiring close coordination with other senior leaders.
- Worked closely with the finance administrator to manage accounts receivable and daily deposits.
- Conducted technical record keeping that followed all best accounting and budgeting procedures.
- Managed outgoing packages by ensuring proper labeling and packaging. Kept detailed records of all incoming packages.