

KM Jones | Resume

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Executive Support | Ops Leadership | Salesforce & Event Systems

Strategic and highly organized Executive Assistant & Project Coordinator with extensive experience supporting C-suite executives. Skilled in global scheduling, CRM systems, business intelligence, and cross-functional coordination. Proven ability to streamline workflows, manage confidential projects, and implement scalable solutions for high-growth organizations. Adept at working across multiple time zones, managing high-profile clients, and ensuring operational efficiency.

Key Accomplishments

- **EA Expertise:** Provided support to CEOs and executive teams across multiple countries, managing high-volume calendars, confidential communications, and time-sensitive deliverables.
- **Salesforce & CRM Optimization:** Built and managed a Salesforce-based client database at Hall Capital Partners, improving data integrity and enhancing firm-wide scheduling efficiency.
- **International Operations & Executive Support:** Coordinated global board meetings for newly developed holding companies, aligning executives across the US, Europe, and Asia.
- **Process Improvement & Data Integrity:** Developed automated tracking systems for contract execution and standardized reporting dashboards to enhance decision-making.

Technical Skills & Competencies

Salesforce | Microsoft Suite | Google Suite | Concur | Slack | Zoom | Adobe | DocuSign | Business Intelligence | CRM Management | Global Scheduling | Data Aggregation | Project Management | Process Optimization | Confidentiality | Expense Reporting | Event Planning | Recruiting | Research

Professional Experience

Executive Assistant & Project Coordinator | TCW | May 2023 – Present

- Supported the CEO and executive leadership, ensuring smooth operations across Los Angeles, London, Hong Kong, Milan, and Tokyo.

- Built a Salesforce dashboard tracking 9+ months of prospective client engagement data, improving reporting and decision-making.
- Managed complex international scheduling, booking multi-day executive trips and coordinating global stakeholder meetings.
- Developed and implemented an automated contract tracking system, ensuring timely counter-signatures and compliance.
- Spearheaded cross-functional collaboration between marketing, sales, and IT to streamline internal request processes.
- Led the Milken Organizing Committee, overseeing logistics, executive briefings, and VIP scheduling for high-profile industry events.

Executive Assistant | Hall Capital Partners | Feb 2020 – May 2023

- Provided support to the investment management team, optimizing calendar management, travel logistics, and high-level client communications.
- Developed a firm-wide, integrated Salesforce database, enhancing client scheduling and relationship tracking for increased efficiency.
- Led cross-functional initiatives, improving operational workflows across Management Committee, Human Capital, and Business Development.
- Designed a centralized data repository to measure and analyze diversity recruiting efforts, enabling data-driven decision-making.
- Sourced and managed high-profile executive candidates using iCIMS, Greenhouse, and LinkedIn Premium.

Executive Assistant to Partner & Medical Devices Team | Deerfield Management | Oct 2018 – Nov 2019

- Orchestrated international board meetings, coordinating C-level executives across multiple time zones.
- Led the administrative hiring process, conducting interviews, scheduling meetings, and evaluating candidates.
- Managed confidential financial records, including salary adjustments, SEC filings, and investment research materials.
- Chaired executive meetings, tracking action items and ensuring alignment with organizational priorities.

Executive Assistant to Co-Founder & Private Equity Team | OrbiMed | Aug 2017 – Sept 2018

- Served as primary gatekeeper for the Co-Founder, managing all scheduling, travel, and high-priority communications.
- Developed an internal research repository, compiling SEC filings, investor relations updates, and market insights for partner reviews.
- Designed and led corporate social responsibility initiatives, partnering with local nonprofits to enhance community engagement.

Fellowships & Nonprofit Experience

Associate Board Member – LSA Family Health Services | Sept 2016 – May 2020

- Raised and contributed \$5,000+ annually to support community programs.
- Organized fundraising, networking, and direct service activities, strengthening corporate-community partnerships.

English Teacher – Learning Enterprises (Indonesia) | May – Aug 2008

- Designed and delivered curriculum to 150+ students across six schools, fostering cross-cultural learning.

Education & Certifications

Master of Fine Arts in Creative Writing – Syracuse University

Bachelor of Arts in English – Binghamton University

Additional Highlights

- Highly experienced in remote executive support, including complex scheduling, CRM optimization, and global stakeholder management.
- Adept at building scalable processes to enhance executive efficiency and team productivity.
- Passionate about streamlining workflows and leveraging technology to optimize administrative functions.