

GEO THOMPSON

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EXECUTIVE ASSISTANT | BUSINESS OPERATIONS | STRATEGIC SUPPORT

Detail-oriented and results-driven Executive Assistant with **10+ years of experience** supporting C-suite executives in finance, healthcare, and corporate environments. Adept at **managing high-profile projects, optimizing operational workflows, and handling confidential information** with discretion. Skilled in **event planning, financial reporting, vendor coordination, and process improvement**, ensuring seamless business operations.

PROFESSIONAL EXPERIENCE

AmeriHealth Caritas

Executive Assistant | 03/2023 - 02/2025

- Provide strategic administrative support to the **Market President and CFO**, managing high-level priorities and executive communications.
- **Optimized company-wide reporting processes**, reducing turnaround time for Medicaid provider contract approvals by **30%**.
- Coordinate **domestic and international travel**, ensuring cost-effective arrangements and seamless logistics.
- **Manage vendor payments and purchase orders**, streamlining approval workflows via Zycus.
- Spearheaded the planning of **quarterly Town Hall meetings**, increasing employee engagement and participation.
- Handle **confidential financial reporting, expense tracking, and corporate credit card management**.

Seacoast Bank

Executive Assistant | 03/2022 - 12/2022

- Supported the **CEO and CFO**, overseeing daily operations and executive scheduling.
- **Led event planning** for quarterly Board of Directors meetings, coordinating logistics for seamless execution.
- Developed and distributed **weekly financial reports**, enhancing data visibility for the executive team.
- Serve as a liaison for team communication, supporting day-to-day task execution and reporting key updates to leadership.

Robert Half Contract Professional

Executive Assistant | 04/2020 - 03/2022

City of North Palm Beach

Executive Assistant to the Fire Chief of North Palm Beach

- Responsible for Chief's expense reports, calendar, personal and confidential information.
- Firehouse **payroll administrator**.
- Firehouse accounts receivable and payable administrator.
- Benefits and insurance administrator.
- Coordinate staff scheduling, monitor daily attendance, and ensure timely PTO approvals to maintain team coverage and productivity.

PBS: Public Broadcasting System

Development Executive Assistant

- Support Individual Giving Team's annual efforts to cultivate and sustain relationships with donors and prospects to generate major gifts.
- Draft and prepare reports for strategic major donor outreach.
- Review outgoing correspondence for accuracy and grammar and proofread documents, reports, invitations, etc.

IPOP Inc.

Executive Assistant | 02/2017 - 04/2020

- Supported three **C-level executives**, assisting in project management for accounts generating **\$50M+ annually**.
- Managed **HR functions**, including recruitment, benefits administration, and employee records.
- Oversaw **financial reporting, accounts payable/receivable, and compliance audits**.

Previous Roles:

Executive Assistant, Golding LLC | 2014 - 2016

Executive Assistant, Grey Worldwide | 2005 - 2014

Executive Assistant, Nine West Accessories | 2004 - 2005

Executive Assistant, HBO | 1998 - 2004

EDUCATION

Middlebury College – BA in Film/Video | May 1998

SKILLS & CERTIFICATIONS

- **Administrative & Executive Support:** Calendar Management, PTO Coordination, Expense Reports
- **Financial & Business Operations:** Accounts Payable/Receivable, Vendor Management, Stock Issuances
- **Event Planning:** Board Meetings, Town Halls, Corporate Conferences

- **Technology & Software:** Microsoft Office Suite, PowerPoint, Excel, Salesforce, QuickBooks, Zycus
- **Certifications:** Florida Notary, Loan Signing Agent, FL Realtor, Life Insurance License

KEY HIGHLIGHTS

✓ **Managed over \$100M in corporate accounts** across multiple industries.

✓ **Increased operational efficiency** by 30% through process automation and workflow optimization.

✓ **Organized large-scale corporate events** attended by 200+ employees and stakeholders.

PROFESSIONAL SUMMARY

A highly organized and dynamic **Executive Assistant and Business Operations Manager**, known for streamlining processes, driving operational efficiency, and delivering high-impact results. Seeking to leverage expertise in executive support, finance, and business strategy in a fast-paced, growth-driven organization.