

RAYELLE MCLAUGHLIN

Denver, CO • (303) 589-5086 • rayellemclaughlin@gmail.com

Professional Summary

Senior Executive Assistant with 15+ years of experience supporting C-level leaders in fast paced multi-regional organizations. Known for discretion, precision, and high impact support across confidential communication, complex travel, and executive event coordination. A trusted partner who streamlines operations and enhances executive effectiveness.

Core Competencies

- Executive Support for CEOs, Presidents & VPs
- Project Management & Operational Tracking
- Strategic Gatekeeping & Time Optimization
- International & Private Travel Coordination
- High-Stakes Meeting Prep & Executive Briefings
- Tools: Microsoft Office Suite, Mac OS, Keynote, Workspace, Concur, Coupa, QuickBooks, Ramp, Slack, Zoom, SharePoint
- Corporate Calendar Management & Prioritization
- Executive Events, Offsites & Leadership Retreats
- Budget Oversight, Expense Reports & Invoicing
- Confidential Personal Support & Discretion
- Administrative Team Leadership & Mentorship

Experience

Senior Administrative Manager / Executive Assistant

Mavrio – Denver, CO | July 2012 – Present

- Acted as primary liaison between VP and internal/external stakeholders, ensuring alignment with business priorities.
- Coordinated 60+ complex international and domestic trips annually, including private aviation and personalized itineraries.
- Created board decks, briefing documents, and investor materials for high-level meetings.
- Managed the Office of the VP budget, processed expense reports, and tracked project-related financials.
- Planned and executed executive meetings and VIP offsites, handling logistics, vendors, venues, and guest coordination.
- Developed and maintained confidential filing systems for sensitive documentation.
- Mentored administrative staff, improving team efficiency by 20% through process improvements and training.
- Represented the VP in cross-functional meetings and maintained executive voice and tone in written correspondence.
- Oversaw BoD and VIP preferences, ensuring personalized and professional engagement.
- Participated in executive meetings, recorded minutes, and ensured timely follow-up on action items.

Executive Assistant to the President

Twilight Inc – Los Angeles, CA | June 2007 – June 2012

- Managed complex calendars and served as gatekeeper, aligning executive time with highest-priority initiatives.
- Coordinated international and domestic travel, including multi-leg itineraries, accommodations, and executive briefings.
- Created investor presentations, Board decks, and internal reports — ensuring clarity, professionalism, and strategic messaging.
- Led planning and execution of executive events, leadership meetings, and team retreats.
- Acted as liaison between President and senior leadership, clients, and external partners.
- Created and maintained confidential legal and executive records for quick access and compliance.
- Supported project research, vendor negotiation, and follow-up across various operational initiatives.
- Edited and polished executive communications and company announcements, maintaining brand voice and tone.

Education

Bachelor's Degree in Business Administration
Pikes Peak State College – Colorado Springs, CO

Certifications & Licenses

- Notary Public, State of Colorado
- FAA Part 107 Professional Drone License