

# RAYELLE MCLAUGHLIN

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## Professional Summary

Experienced Executive Assistant with 15+ years supporting senior leaders, including in fast-paced technical and growth environments. Known for aligning executive time with strategic priorities, driving clarity through systems and communication, and anticipating needs before they arise. A strong collaborator who thrives in complex, high-responsibility roles where discretion, speed, and precision are critical.

## Core Competencies

- Executive Support for Technical Leadership
- Strategic Calendar and Inbox Management
- Cross-Functional Coordination
- AI-Powered Workflow Optimization
- Travel & Event Logistics
- Internal/External Stakeholder Communication
- Meeting Agendas, Notes & Follow-Ups
- Engineering Team Familiarity
- Google Workspace, Slack, Zoom
- Adaptability in High-Growth Environments
- Confidential Document Handling
- Prioritization & Focus Management

## Experience

### Senior Administrative Manager / Executive Assistant

*Maviro – Denver, CO | July 2012 – Present*

- Supported senior technical leadership in calendar, communications, and decision support across engineering and operations
- Helped streamline executive focus using project tracking tools and AI assistants, increasing time spent on strategic priorities by 25%
- Managed complex scheduling and cross-functional meetings, reducing conflicts and improving team responsiveness
- Coordinated high-volume domestic and international travel, optimizing itineraries to minimize disruption to leadership workflow
- Created agendas and tracked follow-ups to ensure clarity and accountability after meetings
- Built trusted relationships across engineering, finance, and operations to support decision-making and timely execution
- Partnered with executives on project execution, culture-building initiatives, and confidential matters requiring discretion
- Developed process documentation and admin systems to support a scalable, distributed team

### Executive Assistant to the President

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

- Supported the President through a period of rapid growth, managing a demanding schedule, sensitive communications, and high-level planning needs
- Organized complex travel across time zones and shifting client priorities, consistently minimizing disruption
- Coordinated board meetings, investor briefings, and internal leadership events, ensuring logistics, materials, and communication were always on point
- Drafted and reviewed high-priority correspondence, presentations, and reports, maintaining clarity and confidentiality
- Collaborated with technical, finance, and operations teams to support project delivery and remove bottlenecks
- Introduced improved administrative workflows that reduced turnaround times on approvals and deliverables
- Recognized by leadership for reliability, discretion, and ability to stay steps ahead of fast-changing demands

## 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