

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Ariel Ausmer	PXD - Basic Executive Assistant	7.3.1-7.3.3; 7.3.5-7.3.6

Job Responsibility	Qualifying Skills
<b>Administrative &amp; Executive Support:</b> Provide high-level assistance to leadership, including scheduling, document preparation, and managing communications.	<ul style="list-style-type: none"> <li>· Provided executive-level administrative support at Emerson Collective, McKinsey &amp; Company, and Pew Charitable Trusts, assisting senior executives with complex scheduling, correspondence, and communications.</li> <li>· Managed high-profile engagements, including meetings with Members of Congress and the White House, ensuring strategic coordination of policy discussions.</li> <li>· Created and proofread official correspondence, reports, and briefing materials, demonstrating strong communication and organizational skills.</li> </ul>
<b>Meeting &amp; Event Coordination:</b> Plan, schedule, and manage logistics for leadership meetings, conferences, and engagements.	<ul style="list-style-type: none"> <li>· Coordinated meetings and conferences for senior leadership, including travel arrangements, itinerary management, and logistics for domestic and international engagements.</li> <li>· Organized executive team retreats, board meetings, and high-profile events, handling all vendor relations, logistics, and execution.</li> <li>· Tracked meeting agendas, prepared notes, and followed up on action items to ensure accountability and efficiency.</li> </ul>
<b>Office Operations &amp; Record Management:</b> Maintain organized documentation, track action items, and ensure compliance with office standards.	<ul style="list-style-type: none"> <li>· Managed office operations and budgets of up to \$2.5 million, ensuring efficient allocation of financial and personnel resources.</li> <li>· Created standard operating procedures (SOPs) and administrative workflows to improve organizational efficiency and compliance.</li> <li>· Handled confidential records and documentation with discretion, ensuring compliance with executive and corporate policies.</li> </ul>

## Education

University of Wisconsin-Madison, School of Education  
 Masters of Science

May 2016

University of Wisconsin-Madison, Educational Leadership and Policy Analysis Majors: Sociology and Legal Studies, Certificate: Criminal Justice  
 Bachelor of Arts

May 2014

## Experience

Emerson Collective Washington, DC  
 Executive Assistant, Policy & Government Affairs

April 2024-December 2024

*\*Laid off; team re-org due to presidential results and political priority shift\**

- Provided comprehensive administrative assistance for the Policy & Government Affairs Managing Director and team

- Strategically managed a complex, cross-time zone calendar, optimizing the Managing Director's time by prioritizing key meetings and effectively allocating their schedule across multiple office locations
- Strategically scheduled/coordinated meetings internally and externally with high-profile Members of Congress and the White House
- Organized detailed travel arrangements, accommodations and transportation; synced detailed itineraries on calendars to ensure Managing Director is well-prepared for meetings, events, and site visits
- Anticipated future administrative issues before they arise to effectively manage conflicts and support fast-paced operations
- Conducted background research on various policies, Members of Congress and organizations
- Prepared briefing materials/memos highlighting information in alignment with policy priorities for upcoming meetings; drafted meeting notes, tracked action items, and ensured timely follow-up on outstanding items
- Actively led and oversaw critical initiatives, projects, and events throughout their lifecycle, from initial planning stages to successful implementation
- Handled sensitive information with the utmost professionalism, confidentiality, and respect for privacy; protecting the culture and resources of the Managing Director and the team
- Processed expenses on behalf of the Managing Director to ensure payment remittance in a timely manner
- Developed and meticulously managed a team budget of \$2.5 million, ensuring alignment with strategic goals; enabled responsible spending
- Composed, edited and proofread a multitude of correspondence on behalf of the Managing Director
- Commended for managing up, positive attitude, willingness to learn, clear written communication, and multitasking

**McKinsey & Company Washington, DC****Executive Assistant****February 2022-April 2024**

- Provided executive-level administrative support for 2-3 client service professionals (CSP) (Senior Partners and Partners)
  - US Private and Public Sector
  - Each Partner/Senior Partner oversees 4+ projects (more than 10 total) I help manage administratively
- Organized and leveraged the CSP's time effectively through strategic management of heavy and complex calendars across multiple time zones and offices (domestic and international)
- Arranged complex domestic and international travel, and provided detailed itineraries on calendars to include travel time, hotel check-in and airport traffic
- Served as thought partner and gatekeeper on behalf of the CSP dealing with clients, providing swift executive decisions and communication to uphold "client first" approach
- Anticipated future administrative issues before they arise to effectively manage conflicts and support fast-paced operations
- Prepared and submitted all invoices and expenses on behalf of CSP's in a timely manner to manage corporate finances
- Maintained confidentiality of highly sensitive information, including across CSP's to mitigate conflict of interest between studies and uphold firm values
- Managed and coordinated meetings and events from pre-planning to execution
- Composed, edited and proofread a multitude of correspondence on behalf of CSP's prior to mass distribution
- Commended for effective organization, multitasking, sound judgement, positive attitude, willingness to learn, clear written communication, collaboration, project management and interpersonal skills

**Pew Charitable Trusts Washington, DC****Senior Administrative Assistant, HR and COO/CFO****October 2019-February 2022**

- Provided executive-level administrative support for the Human Resources (HR) Department

- Managed complex calendar for the HR VP and COO/CFO (interim support); strategically scheduled meetings and anticipated conflicts
- Processed expenses for the VP and COO/CFO to ensure payment remittance in a timely manner
- Booked travel arrangements for VP and COO/CFO and created detailed itinerary to aid productivity while traveling
- Led invoice remittance process on behalf of the Total Rewards team for all of Pew
- Created new operational strategies and streamlined methods to increase efficiency of Benefits remittance, producing a digital process during Covid-19 lockdown
- Created a 20-page Benefits Manual outlining detailed process for insurance payment remittance
- Collaborated with Finance to create and manage HR admin budget to ensure department finances remained on track
- Pre-planned and executed external and internal events; organized vendors, facilities, contracts, catering, ordered materials, equipment set-up, etc.
- Strategically managed projects within HR for Total Rewards, Talent Management and Development and HRBP
- Served as back-up for the Pew Board providing support to aid the completion of documents prior to Board meetings
- Handled highly confidential documents/materials related to HR and Pew employee personal information
- Created PowerPoint presentations for meetings when necessary
- Commended for attention to detail, excellent written and communication skills, collaboration, problem-solving, project management and taking initiative

**George Washington University, Milken Institute Washington, DC****School of Public Health****April 2018-October 2019****Executive Administrative Assistant to the Office of the Dean**

- Provided executive-level administrative support for the Office of the Dean
- Strategically managed complex calendar for the Dean (C-Suite Executive) and Associate Dean; anticipated conflicts
- Booked travel and created detailed itineraries for conferences and events to enhance productivity during travel
- Strategically managed a multitude of administrative projects within entire department
- Coordinated and managed all office functions by organizing maintenance efforts to order supplies, maintain keys, coffee bar, etc.
- Managed small-scale office-wide projects including space reorg, strategic planning and retreat execution
- Handled expense reimbursement on behalf of all faculty and staff in the Dean's Office
- Maintained sole point of contact for the Dean's conference room; responsible for scheduling and maintenance
- Planned and executed internal and external meetings by organizing vendors, facilities, catering, materials, A/V, etc.
- Served as the office liaison, communicating and escalating matters to appropriate parties within the Dean's Office
- Commended for attention to detail, problem-solving and excellent communication skills

**Georgetown University Law Center, Office of Admissions Washington, DC****Admissions Coordinator, Temporary Assignment****December 2017-March 2018**

- Provided administrative support for J.D. and LL.M. application processing
- Processed highly confidential information and documents of prospective J.D. and LL.M. applicants via Aces2 system
- Responded to email, in-person and phone correspondence from current and prospective students
- Served as an office liaison, communicating J.D. and Graduate applicant concerns to management

---

**Georgetown University, Department of Family Medicine Washington, DC**  
**Administrative Officer****November 2016-September 2017**

- Provided executive-level administrative support to the Chair; maintained Chair's calendar and small-scale projects
- Acted as liaison between Department of Family Medicine and the office of the Executive VP, Deans, Chairs of other departments, other senior faculty members, and MedStar Georgetown University Hospital
- Coordinated and maintained office functions; office organization, space updates, coffee bar, ordering, etc.
- Strategically provided project management across entire department
- Recruited two (2) new student workers and managed and supervised four (4) student workers' total
- Pre-planned and executed department retreat, Grand Rounds, monthly department meetings and symposium
- Handled expense reimbursement for all Department of Family Medicine faculty and staff in a timely manner
- Proofread and edited various sections of department annual report prior to final submission
- Commended for strong written communication skills and attention to accuracy and detail

**University of Wisconsin-Madison, Department of Family Medicine Madison, WI**  
**Fellowship Manager****January 2015-August 2016**

- Managed five (5) pre-doctoral/postdoctoral Fellowships/training programs (Academic, Complementary and Alternative Medicine Research, Integrative Medicine, Addiction Medicine and Primary Care Research)
- Monitored federal regulation to ensure compliance with federal NIH and HRSA policies
- Improved the Fellowship vision, mission and goals; constructed a survey and analyzed qualitative responses for feedback and revision of objectives
- Aided the completion of two federal T32 competitive grant applications by developing federal grant writing skills
- Pre-planned and executed the semi-annual Fellowship Symposium and 40 weekly seminars per academic year
- Continuously monitored T32 training grant budgets
- Prepared and submitted all expenses for trainees in a timely manner
- Produced and submitted annual and bi-annual non-competing progress reports for two NIH T32 grants
- Assisted in the creation and operation of the office-wide Diversity Initiative
- Created a Fellowship Manual outlining detailed process and duties of the Fellowship Manager
- Supervised student worker on multiple projects applicable to the Fellowship programs, ensuring adequate production
- Coordinated admissions activities, including the review of applications and acceptance of applicants into Fellowship programs
- Coordinated applicant interview schedules, managed the interview process, and arranged tours for all applicants
- Handled confidential information of individuals
- Commended for working efficiently and independently, clear written communication and taking initiative

**Awards**

SPOT Award-Commended for steadfast support of the Total Rewards billing process for benefits vendors; Pew-July 2021

**Skills**

Proficient in Microsoft Suite, Google Workspace, Concur, Adobe Acrobat Pro, Peoplesoft, WebEx and Zoom, iCims, Airtable, Asana

Project/program management, C-Suite support, Client-facing, Grant writing, Board management, Financial/budget management, Business operations

\*Currently studying for PMP Certification\*