Camille

Executive Assistant, Recruiter, Operations Specialist

We recently placed Camille with a Houston-based startup as an Executive Assistant at $11.50/hr.

SUMMARY

Operations and Recruitment professional with 6+ years of experience in executive support, full-cycle recruitment, and marketing operations. Proven track record in supporting C-suite executives at high-growth, venture-backed startups and managing complex logistics for global industry events. Strong background in quality assurance and financial operations, consistently maintaining high compliance ratings in regulated environments

HIGHLIGHTS

- 6+ years of experience as an executive assistant, recruiter, operations expert, and QA specialist across diverse industries.
- Led full-cycle recruitment for technical, creative, and marketing teams, including sourcing, interviewing, and onboarding across healthcare and tech sectors.
- Performed 1,000+ quarterly quality checks at an investment firm, consistently maintaining a compliance rating above 95%.
- Managed marketing communications and influencer outreach while refining materials for active fundraising rounds.
- Processed up to 400 daily banking transactions at a nationwide bank company while ensuring strict adherence to policy and customer service excellence.

CORE SKILLS

- Recruitment: Full-Cycle Hiring, Candidate Sourcing, Interview Coordination, Onboarding, HR Operations
- Executive Support: C-Suite Assistance, Calendar Management, Travel Logistics, Investor Relations, Documentation
- Operations & QA: Quality Auditing, Compliance Monitoring, Process Improvement, Documentation Systems
- Marketing & Outreach: Influencer Relations, Campaign Coordination, Partner Outreach, Social Media Communication
- Financial Services: Transaction Processing, Banking Compliance, Performance Reporting, Client Relations

TOOLS & CERTIFICATIONS

- Certificates: B.S. in Business Administration, Major in Marketing Management (University of St. La Salle)
- Tools: Google Workspace, Microsoft 365, Slack, Notion, LinkedIn Recruiter, Indeed, Canva, Photoshop, Discord, DocSend

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