

Cathy Q. Do

Executive Assistant

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As a results-generating business professional with over 7 years of exceptional relationship-building and project management experience, I am seeking an executive support role to provide strategic project management for a C-Suite and/or senior management to effectively utilize my efficient organizational skills in project delivery to drive corporate growth and success support.

SKILLS & TOOLS:

- Supported Chief People Officer, Head of People Partnering, Head of Total Rewards, Chief Commercial Officer, General Counsel with calendaring, meeting prioritization, planning and coordinating virtual, in-person, off-site meetings and team events, booking travel and accommodations; attending team meetings as requested, and other tasks as assigned by the Executive(s)
- Executive Support, Client Management, Calendar Management, Budget Management, Expense Filing, Event Coordination / Scheduling, Project Management, Mac & PC Capable
- Google Calendar, Outlook, TripActions, Egencia, Concur, Expensify, Confluence, Airtable, Microsoft 365 Office Suite, G Suite, Adobe CC, Microsoft Project, Wrike, Asana, JIRA, Salesforce

PROFESSIONAL EXPERIENCE

2022-Present **Airtable, San Francisco, CA**
Executive Assistant to People Team

- Respond quickly and efficiently to all forms of communication (email, Slack, text, verbal, phone) while preserving high-level confidentiality of HR and Recruiting communications and processes (re-orgs, terms, PIPs, ER, etc.)
- Support in drafting communications on behalf of leaders with internal communications, slacks, and emails
- Plan and execute all-hands, training, meetings, and producing virtual events and company offsites, including vendor management, meeting space arrangement, catering, etc.
- Process PRs & POs for leadership and team members

2022 **Mayfield Fund, Menlo Park, CA**
Executive Assistant to Chief Commercial Officer

- Managed and interpreted executive goals and strategic plans to stakeholders and prioritize engagements
- Coordinated outreach campaigns for portfolio companies with external executives and planned various virtual and in-person networking events for the Business Development team
- Generated reports using Salesforce, Crunchbase and Affinity to capture data conducted for current and potential stakeholders
- Served as a PoC for information resource and communication channel for policies and procedures for internal and external stakeholders

2018–2021 **Acer America, San Jose, CA**
Partner Marketing Program Specialist – Microsoft (Contractor)
Program / Business Development Manager

- Managed all Sales and Marketing-related activities within the Acer Education & Commercial sector and implemented sales strategies
- Partnered with our key department leaders and team leads in sales and marketing to support project prioritization and executive buy-in on major initiatives on strategy and verticals
- Built strategic relationships with targeted accounts and maximize business penetration in existing accounts while meeting agreed revenue targets within agreed margins every quarter

2020 **Asetek Inc., San Jose, CA**
National Account / Project Manager

- Managed sales revenue forecasting and tracked POs to ensure delivery schedule met customer requests and efficiently communicated with account for any deviations from forecast
- Managed an array of projects and programs to drive the development, design, and implementation of a streamlined pricing strategy and product positioning game plan to bring structure to the system integrator segment
- Supported executive strategy and operations through implementation of GTM tactics with VP of Sales, CFO, and logistics team to understand and meet business needs – scaling 48.9% YoY revenue growth

2016–2018 **ASUS Computer International, Fremont, CA**
Program Manager / National Account Manager

- Trained sales representatives on marketing positioning and education – solutions, markets, new releases, etc.
- Collaborated with the marketing, service and product management teams to develop short and long-term plans to achieve project milestones – developing digital and LIVE activation marketing campaigns with partners like: Microsoft, Google, CDW, SHI, Connections, etc.
- Acted as the PoC for several business group leaders in the OBPB and SBG teams, primarily the Vice President of the Open Platform Business Group

2015–2016 **Inphi Corporation, Santa Clara, CA**
Executive Assistant to General Counsel / Project Coordinator

- Oversaw all project plans and ensured projects meet clients' expectations and/or other deliverable criteria on schedule
- Served as a PoC for several executive team members: General Counsel, Head of Engineering and other members of the C-Suite
- Negotiated, prepared, tracked and reported on intellectual property budgets and activities in conjunction with the finance department

EDUCATION

SAN JOSE STATE UNIVERSITY
BS INTERNATIONAL BUSINESS ADMINISTRATION