JULIAN MERCER

EXECUTIVE ASSISTANT

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PROFESSIONAL SUMMARY

Executive Assistant with 9+ years supporting C-suite and vice-president leaders at global technology and consumer companies. Manages complex calendars, international travel, board logistics, and confidential communication with sound judgment, discretion, and a proactive approach.

PROFESSIONAL EXPERIENCE

Executive Assistant to the Chief Financial Officer Feb 2021 - Present
Adobe, San Jose, CA

- Managed a calendar of 25+ weekly meetings across four time zones, protecting two focus blocks per day for strategic work.
- Coordinated quarterly board and audit committee logistics for 12 attendees, assembling pre-read packets 48 hours ahead of every meeting.
- Planned 30+ international trips a year with detailed itineraries and contingency options, avoiding any missed commitments over three years.
- Screened and prioritized 150+ daily emails, drafting responses that reduced the executive's inbox time by roughly five hours weekly.
- Led a cross-assistant group of eight to standardize offsite planning, lowering average event cost 12% through consolidated vendors.
- Introduced a one-page weekly briefing for the CFO that combined calendar, open decisions, and travel notes, so Monday prep took minutes instead of hours.
- Managed the CFO's quarterly earnings-week calendar, scheduling prep sessions with finance leaders and keeping every review and call on time.

Executive Assistant Apr 2017 - Jan 2021
Nike, Portland, OR

- Supported a Vice President of Global Operations with calendar, expense approvals, and weekly leadership-team agendas.
- Organized two annual leadership summits for 60 attendees, managing venues, speakers, and a $90K budget within plan.
- Built a confidential tracker of executive action items and deadlines, improving on-time completion across staff by 20%.
- Handled sensitive HR, legal, and financial correspondence with discretion and zero confidentiality incidents.
- Reconciled corporate card statements monthly and followed up on missing receipts within five business days.
- Mentored junior assistants on prioritization and executive communication, supporting two internal promotions.
- Prepared monthly expense summaries and budget-to-actual notes for the vice president's office, flagging overruns before month-end close.

CORE SKILLS

Executive calendar management | Travel coordination | Board logistics | Confidentiality | Event planning | Expense management | Stakeholder communication | Inbox management | Project coordination | Concur | Microsoft 365 | Zoom and Teams | Budget tracking | Discretion

EDUCATION

B.A. in Communication, Oregon State University, Corvallis, OR

CERTIFICATIONS

Certified Administrative Professional (CAP) | Microsoft Office Specialist: Outlook Expert