Ada Nwosu

Executive Assistant to the CEO · Board & Executive Support

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SUMMARY

Executive assistant with 8 years of support, the last 5 for a CEO of a 1,200-person telecom company. Runs the calendar, travel and expenses, builds quarterly board books and keeps executive committee minutes.

EXPERIENCE

Executive Assistant to the CEO · Piedmont Fiber Networks — Sep 2021 – Present

Charlotte, NC

- Ran the CEO's Outlook calendar and inbox as delegate: 35 to 45 meetings a week across three time zones.
- Assembled quarterly board books in Diligent Boards for 9 directors, collecting sections from 6 department heads and publishing 7 days before each meeting.
- Planned 14 trips in 2025, including a 5-city investor roadshow; rebooked the same day when two connecting flights were cancelled.
- Reconciled 60 to 80 monthly corporate card transactions in Concur with no rejected expense reports in 2025.
- Kept minutes for the weekly executive committee and held compensation and acquisition files with access limited to the CEO and General Counsel.

Executive Assistant · Novant Health — Aug 2018 – Aug 2021

Charlotte, NC

- Supported two operations SVPs, scheduling 25+ recurring meetings and hospital site visits in 4 counties.
- Built PowerPoint decks and agendas for monthly operating reviews with 18 facility leaders.
- Organized a 60-person leadership retreat (hotel contract, catering, speaker travel) within a $38,000 budget.

Office Services Coordinator · Moore & Van Allen PLLC — Jun 2016 – Jul 2018

Charlotte, NC

- Booked conference rooms and client catering for a floor of 45 attorneys and staff, and greeted visitors at reception.

EDUCATION

B.A. Communication Studies · University of North Carolina at Charlotte — May 2016

SKILLS

Executive support: C-suite calendar management, Domestic and international travel, Board book preparation, Meeting minutes, Confidential records

Tools: Outlook (delegate access), PowerPoint, Diligent Boards, SAP Concur, Microsoft Teams, Zoom

CERTIFICATIONS

Certified Administrative Professional (CAP), IAAP