

PRITI PATEL

EXECUTIVE SUPPORT ▪ ADMINISTRATIVE ASSISTANCE

CONTACT

Alexandria, VA

LinkedIn

EDUCATION

BRYANT & STRATTON, VIRGINIA
BEACH, VA

- Bachelor of Business Administration (B.B.A.)
- GPA 3.5

SKILLS

Administrative and Organizational Skills

- Executive-Level Assistance
- Calendar Management
- Procedure Development
- Task Prioritization

Communication and Interpersonal Skills

- Effective Communication
- Correspondence Drafting
- Client Relations
- Stakeholder Engagement

Operational and Logistical Skills

- Logistics Coordination
- Problem Solving
- Team Collaboration

Creative and Strategic Thinking

- Creative Thinking
- Procedure Development

Technical Skills

- MS Office
- Teams
- Outlook
- Bloomberg
- FactSet
- SharePoint
- Salesforce Software
- One Note

PROFILE

Dedicated and results-driven Executive Assistant with a proven track record of supporting C-suite executives, streamlining administrative processes, and enhancing organizational efficiency. Skilled in calendar management, travel coordination, meeting preparation, and stakeholder engagement within high-pressure environments. Proficient in managing complex schedules, optimizing workflows, and delivering exceptional support to achieve business objectives. Adept at maintaining confidentiality and fostering professional relationships. Known for attention to detail, confidentiality, and ability to handle multiple priorities with professionalism.

WORK EXPERIENCE

Corning Incorporated | Washington, DC

Executive Assistant to Senior Vice President of Global Government Affairs

November 2023 to January 2025

- Provided high-level support to the SVP, managing a fast-paced executive calendar and streamlining workflows across shifting priorities and stakeholder demands.
- Oversaw department budgeting tasks, including reviewing vendor invoices, reconciling expenses, and managing payment timelines in coordination with finance.
- Coordinated complex travel arrangements for EVPs, executive teams, and visiting board members, including Capitol Hill visits and multi-stop international travel.
- Planned and executed departmental events such as the Legislative Fly-In, internal celebrations, and leadership offsites — managing logistics, budgets, vendor contracts, and day-of execution.
- Liaised with building management and external vendors to resolve office operational needs, including facilities maintenance, event space setup, and supply procurement.
- Accompanied SVP to high-level government meetings, captured minutes, tracked follow-ups, and maintained an organized system of legislative action items.
- Created executive-level materials such as bios, briefing books, talking points, and slide decks for external engagements and board presentations.
- Acted as a bridge between the Government Affairs team and internal departments, cultivating strong relationships and enhancing cross-functional collaboration.
- Championed knowledge sharing and best practices across the administrative community through Corning's Admin Professional Network.

Population Action International (PAI) | Washington, DC

Executive Assistant to CEO

May 2023 – August 2023

- Acted as primary point of contact and support for a broad range of administrative matters for the CEO and Executive Leadership Team.
- Orchestrated all aspects of travel accommodations, meeting preparations, appointment scheduling, expense tracking, and calendar management for the CEO.
- Ensured full confidentiality of all private and sensitive documents, ensuring they were promptly transmitted to the proper party.
- Updated the internal portal with current bios of Board of Directors and Executive Leadership Team, enhancing accessibility and organizational efficiency.
- Streamlined the daily workflow by developing, implementing, and continuously improving critical processes, such as maintaining electronic and paper records.
- Drafted, proofread, edited, and distributed correspondence including agendas with discussions about deals in the pipeline, in progress or in the final stages of closing and facilitated lines of communication among senior executives.
- Created and maintained client schedules through a daily planner and Outlook while enabling accommodation for unforeseen changes and last-minute appointments.



AWARDS

- **Corning – Recognized three times for excellence as a team player**



LANGUAGES

- **English**
- **Hindi**
- **Gujrati**



INTERESTS

- **Tennis**
- **Swimming**
- **Reading Books**
- **Traveling**
- **Cooking**
- **Sailing**
- **Event Planning**



VOLUNTEERISM

- **National Kidney Foundation**
Annual participant in fundraising walks to support this cause
- **Breast Cancer Awareness**
Annual participant in fundraising walks to honor family members affected by cancer

WORK EXPERIENCE

Evercore | New York, NY

Executive Assistant – Advisory Division Investment Banking Department

2006 – 2021

- Supported the Group Head, Managing Director, and senior banking team with precision, managing calendars, communications, and confidential documentation across a fast-paced investment environment.
- Led operational oversight for key functions: prepared detailed Public Information Books, created budget reports, and supported compliance approvals and trade submissions on behalf of senior bankers.
- Partnered with the COO, Executive Chairman, and Chairman of the Board to plan regional office visits, VIP client closing dinners, and private events — handling venue procurement, vendor negotiation, budgets, and logistics.
- Directed high-profile client events including multi-day conferences: sourced venues, hired vendors, managed catering and A/V, designed branded gifts, tracked RSVPs, and built comprehensive event agendas.
- Built and managed strategic relationships with restaurant managers, caterers, hotel contacts, luxury transportation providers, and art dealers to deliver seamless client experiences.
- Migrated CEO profiles from Salesforce to SharePoint to improve access and workflow efficiency for bankers.
- Acted as communication liaison between executives, attorneys, financial officers, and high-net-worth clients — ensuring discretion, responsiveness, and alignment across all interactions.
- Delivered software training to new hires and staff on Evercore's internal data and expense management systems, promoting adoption and compliance.

Previous Experiences

Towers Perrin | Chesapeake, VA | 2004 to 2005 – Benefits Specialist

Morgan Stanley | Virginia Beach, VA | 2003 to 2004 – Intern