

# CARLA M. CURRY

Senior Executive Operations & Strategy Professional

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## SUMMARY OF QUALIFICATIONS

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Senior Executive Operations & Strategy Professional with 25+ years of experience serving as the operational backbone for C-suite leaders across corporate, nonprofit, and professional services environments. Known for building the infrastructure, cadences, and systems that allow executives to lead at scale and for the judgment, discretion, and anticipatory thinking that define a Chief of Staff mindset. Combines deep EA excellence with strategic communications, stakeholder engagement, and organizational design to deliver results that move well beyond administrative support.

## CAREER HIGHLIGHTS

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- Designed and managed executive operating systems including leadership cadences, board prep cycles, and organizational reporting frameworks that enable senior leaders to focus on highest-value decisions.
- Trusted operational extension of the C-suite: proactively managed sensitive information, anticipated executive needs, and maintained the discretion and judgment required at the Chief of Staff level.
- Drove \$530K+ in projected annual savings through indirect spending programs; developed a regional budgeting tool adopted for companywide consideration.
- Built and maintained administrative and procedural infrastructure that reduces redundancy, improves accuracy, and scales with organizational growth.
- Certified PowerPoint Trainer with advanced proficiency in Microsoft Office Suite, Monday.com, Microsoft Visio, Salesforce, Zoom/Teams, and SharePoint. Types 75 wpm.
- Supported up to 5 C-level executives and 7 subordinates simultaneously across complex, multi-stakeholder environments.

## PROFESSIONAL EXPERIENCE

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**Various Placement Firms** | Dallas, TX

*Aug 2024 – Present*

**Executive Assistant**

- Deployed across C-suite environments in nonprofit, commercial real estate, and healthcare functioning as an operational and strategic partner to senior leaders in each engagement.
- Current placement at Economic Mobility Center (EMC): architect executive operating rhythms using EOS methodology (Rocks, L10s), led contact database consolidation from 3,295 to 1,768 records, and launched the inaugural Promise to Paycheck podcast series end-to-end.
- Serve as strategic gatekeeper, communications hub, and cross-functional coordinator enabling executives to stay focused on mission-critical priorities.

**Singer Industrial** | Dallas, TX

*Jan 2024 – Aug 2024*

**Executive Assistant**

- Served as the inaugural Executive Assistant to the CEO of one of America's largest industrial distributors a holding company with 90+ locations and 1,300+ employees spanning North America. Supported a highly mobile CEO while working remotely across a decentralized organization.
- Managed the logistics of Singer's first Dallas headquarters hub collaborating on space design, coordinating with construction crews, and overseeing facilities setup through launch.
- Stepped into an expanded operational role following the abrupt departure of the CEO maintaining executive continuity and keeping daily operations on track during the leadership transition.

**JLL** | Chicago, IL

*Apr 2017 – Apr 2023*

**Executive Assistant**

- Delivered senior-level executive support across calendar management, travel, expenses, and communications for a global commercial real estate leader.
- Orchestrated board and executive meetings including minute-taking, action item tracking, and follow-through ensuring nothing fell through the cracks.
- Certified PowerPoint Trainer; developed high-impact presentations for board-level and executive audiences and led internal training programs.
- Planned and executed corporate events and team initiatives, strengthening internal communications and organizational culture.

**Sidley Austin, LLC** | Chicago, IL

*Aug 2016 – Apr 2017*

**Sr. Executive Assistant**

- Provided executive-level support to the Chief Marketing Officer at one of the world's largest full-service law firms, managing complex calendars, domestic and international travel, and a high volume of confidential correspondence in a fast-paced, high-standards legal environment.
- Coordinated cross-departmental initiatives and special projects for the CMO, serving as a liaison between marketing leadership and firm-wide stakeholders across a global, multi-office organization.
- Assisted with recruiting operations and coordinated the firm's summer associate intern program, including event planning and candidate experience management.

**Danaher Corporation** | Chicago, IL

*Jan 2015 – Aug 2016*

**Executive Assistant**

- Simultaneously supported five C-level executives CMO, CHRO, CSO, CTO, and CIO at a Fortune 500 global science and technology company across a high-volume, fast-paced operation.
- Coordinated complex international travel to India, the Philippines, and across Asia managing logistics, itineraries, and on-the-ground coordination for executives operating in remote and demanding environments.
- Supported board preparation and executive deck building; planned and executed team and international events end-to-end.

**OfficeMax** | Naperville, IL

*Aug 2013 – Apr 2014*

**Senior Executive Assistant**

- Supported the Chief Digital Officer the most senior executive in the Ecommerce Business Unit, reporting directly to the CEO across a wide range of advanced, confidential, and strategic administrative functions.
- Planned and executed launch events for the Digital Collaboration Center, coordinating internal and external marketing teams, digital marketing, investor relations, and community officials.
- Created ad hoc Excel reports for project status, headcount, budget, and forecasting analysis; developed PowerPoint presentations under tight deadlines from internal and external sources.

**Coinstar, Inc.** | Bellevue, WA

*Aug 2010 – Apr 2013*

**Communications & Events Specialist | Administrative Assistant II**

- Managed internal communications calendar and produced PowerPoint decks, intranet content, and newsletters for company-wide distribution.
- Directed semi-annual leadership conferences, quarterly meetings, and company-wide events from concept through execution.
- Supported HR executives with recruiting coordination, offer letters, onboarding, and vendor management.

**Something More** | Chicago, IL

*Jan 2006 – Aug 2010*

**Executive Assistant / Event Planner**

- Provided direct CEO support; served as client liaison and managed budgets, marketing materials, and end-to-end event coordination.

**EDUCATION**

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**Bachelor of Science in Business Administration**

*May 2026*

Walden University • *Magna Cum Laude* • Omega Nu Lambda National Honor Society

**CORE COMPETENCIES**

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Executive Operations & Chief of Staff Functions • Strategic Communications • Board & Stakeholder Relations • Cross-Functional Project Coordination • Operational Systems Design • EOS Framework (Rocks, L10s) • Event & Program Management • Budget Management • Contact & CRM Systems

**TOOLS & TECHNOLOGY**

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Microsoft Office Suite • Monday.com • Microsoft Visio • Salesforce • Zoom / Teams • SharePoint