

Ms. Javon Hilaire-Harris

Executive Assistant & Office Workplace Manager

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Professional summary

Executive Assistant with over 10+ years of experience seeking to expand my career in skill diversification, and thrive in an innovative environment. Intention is to become a strategic partner to build long-term success while playing a pivotal role in the decision-making, and project management for the Executive and their team. Expert in leveraging tools like Google Suite, MS Office, Hootsuite, Coda, Asana, Salesforce, Zoom, Canva, and Notion alongside skills in prioritization and confidential information handling to enhance executive productivity and efficiency.

Industry Experience · Start up · Not-for-profit · Entertainment · Real Estate · Technology · Sports · Corporate

Technical & Software Skills

- Project management & productivity platforms such as Trello, Asana, Monday, Evernote, and Notion.
- Social media management platforms such as Buffer, Hootsuite, Mailchimp, and Canva.
- Management platforms such as Docusign, Freeform, Adobe Acrobat, Greenhouse, Peoplesoft, and Salesforce.
- Software platforms such as Google Suite, Microsoft Office, Expensify, Brex, Slack, Zoom, OnBoard Board Management.
- Designation: Certified Notary Public of New York State and State of New Jersey.

Education

University of West Georgia, Carrollton, GA

Bachelor of Science in Political Science & Planning

Highlights

Coordinate expense reports, event planning, project management, board of directors, travel management, offsites, and external venue space rental. Typing skills of 75+ WPM with strong critical thinking, attention to detail and time zones. Exceptional organizational, with strong verbal, and written communication skills. Proven ability to handle confidential information, and be adaptable to various competing demands.

Professional Experience

Multiverse

Tech / Start up

EA Business Partner to CPTO & US Office Workplace Manager |In-person

2025 - Present

- Coordinate and execute the NY-based office relocation (over 2,000 sq).
- Manage the calendar, travel and logistics of the Chief Product & Technology Officer and the global Operations team.
- Work in a collaborative EA team, being responsible for organising off-site meetings, preparing documents, engaging with business leaders and clients and supporting on strategic and international development projects.
- Communications & Document Preparation: Support in developing and distributing meeting agendas, and decks, drafting communications and collating pertinent materials and ensuring all necessary information is made available to participants.
- Relationship Management: Engage adeptly with leaders, clients, and stakeholders, embodying the utmost professionalism and fostering strong, enduring relationships that reflect positively on the company.
- Streamline US onboarding and executive calendar processes.
- Task Management: Plan, execute and prioritize tasks and projects efficiently while managing cross-cutting priorities and impact from key stakeholders.
- Carried out major office move initiative, leading the project and providing updates to executives and staff.
- Events and Culture Carrier: organize, execute, and assist with team activities (staff meeting agendas, on-sites/off-sites, team social events, etc.)
- Plan and organize internal and external events and manage logistics in collaboration with internal partners and external vendors.
- Technical Proficiency: exhibit proficiency in various tech platforms including Google Workspace, Coda, Zoom, Slack, and other relevant software, and a strong command of in-office AV technology.
- Showcased willingness to learn new platforms and find opportunities for automation.
- Assume ownership of tasks within the work environment while proactively addressing challenges with a positive solutions-oriented approach.
- Uphold a strong sense of discretion, trust and responsibility, handling sensitive and confidential information with integrity and running the office to the highest of standards, with diligent attention to detail.

Girl Scouts Heart of New Jersey

Not-for-Profit

Executive Assistant to CEO, COO, CFO & Board Liaison | Hybrid

2024 - 2025

- Develop and implement strategies to enhance communication and collaboration between the executive team and various departments, ensuring alignment with the organization's mission and goals.
- Supervise other administrative staff while streamlining the executive's complex schedules, confidential information, travel arrangements, and communication with key stakeholders to ensure efficient time management and productivity.
- Carry out project management tasks such as coordinating board meetings, multiple committee meetings, board retreat, executive camp site visits with sponsors, while working closely with the board of directors, nine committees, internal teams and external partners, vendors and donors.
- Facilitate executive team meetings and compile comprehensive meeting minutes, action items, and key decisions to ensure clear communication, accountability, and follow-up on important discussions.
- Coordinate and assist in managing the Annual Meeting for the company, ensuring all logistical aspects and event planning details are executed flawlessly to support the organization's mission and goals.

Splash Financial

Financial Services

Executive Assistant to CEO (Hamilton Raye) | Remote

2023 - 2024

- Maintained detailed executive calendars, including internal/external meetings, travel and meeting deadlines.
- Optimized productivity, enhanced organization, and ensured timely execution of key tasks and priorities.
- Coordinated executive-level meetings and events, including preparing agendas, organizing logistics, and liaising with internal and external stakeholders to ensure seamless execution and maximum impact.

Airbyte

Tech / Start up

Executive Assistant & People Operations Coordinator | Remote

2022

- Maintained impeccable standards of confidentiality and information security while handling highly sensitive and confidential material on a daily basis in the people operations department at this tech startup company.
- Implemented employee wellness programs and initiatives within Airbyte catering to the well-being of employees, thus fostering a culture of health and wellness while contributing to employee engagement and retention.
- Enhanced executive team and company's online presence by managing social media accounts, curating engaging content, and fostering connections with industry influencers and thought leaders to elevate brand visibility.
- Assisted in running salesforce reports for the sales team regarding keeping track of customer interactions, sales data, leads, contacts, and department team-building activities. Organized and facilitated regular team-building activities and events for the entire company, fostering a collaborative and positive work environment.
- Planned and coordinated special recognition events for the entire company, acknowledging their hard work and dedication, to boost morale and foster a positive work culture.
- Provided recommendations to the executive team on potential software solutions that aligned with the company's goals and objectives, ultimately driving efficiency and effectiveness in day-to-day operations.
- Researched and proposed innovative employee retention strategies to support the growth and development of the team, ensuring a high level of employee engagement and satisfaction at Airbyte.
- Coordinated with external vendors and service providers to negotiate favorable terms and pricing for company-wide events (Sales Kickoff), multiple international offsites (London, India, San Francisco), and two company-wide retreats (Mexico) that contributed to cost savings for Airbyte and ensured high-quality events.

Datadog

Tech / Start up

Executive Assistant to CSIO, General Counsel, CPO, CMO | On-site

2018 - 2021

- Managed and maintained multiple complex calendars with direct report to the Chief Security & Information Officer, General Counsel, Chief People Officer, Chief Marketing Officer, Chief Financial Officer, and Chief Sales Revenue Officer as well as extended support to VP of Growth Engineering, VP of Engineering Head, Director of Technical Services, Director of Operations, and Director of People Operations.
- Provided interim and backup support for the CEO as needed.
- Proactively and independently organized and expedited workflow and initiated follow-up when necessary to ensure schedules and deadlines are met, particularly when the executive was offsite.
- Handled confidential information relating to investors, board members, employees, and the executive team.
- Researched and compiled data to support executive decision-making and project management.
- Prepared materials needed for meetings, calls, presentations.
- Collaborated with cross-functional teams to gather feedback and insights on executive support functions, leveraging diverse perspectives to identify areas for improvement and drive innovation within the team, thus enhanced processes and contributed to a more efficient and effective support system for the leadership team.
- Organized and led comprehensive training sessions for new incoming executive assistants to ensure they are equipped with the necessary skills and knowledge to support the leadership team effectively at Datadog, thus creating a cohesive and high-performing support team.

American Kennel Club

Not-for-Profit

Executive Assistant to Chief Growth Officer | On-site

2016 - 2018

- Supported the Chief Growth Officer, SVP, Operations & Planning, SVP, Technology, and SVP, Marketing. Planning, SVP, Technology & VP of Marketing.
- Anticipated and proactively addressed the needs and priorities of the executive team, providing timely support and solutions to enhance their productivity and decision-making efficiency.
- Provided administrative support for events and programs organized by the American Kennel Club, ensuring smooth execution and enhancing the organization's reputation within the market.
- Developed and maintained a comprehensive database of industry contacts, including key stakeholders, partners, and vendors, to streamline communication and enhance networking opportunities for the executive team.
- Streamlined executive workflows, boosting productivity by 20%.
- Enhanced exec team's effectiveness with proactive problem-solving.

National Football League (NFL)

Sports/Corporate

Executive Assistant, SVP Consumer Products & VP Retail | On-site

2011 - 2015

- Managed collaborative environment for Consumer Products and Retail VPs, ensuring efficient operations.
- Handled communication with high-level executives, demonstrating strong interpersonal skills.
- Administered \$5M budget for NFL product funds and tickets, showcasing financial acumen.
- Organized ticket usage for over 448 games, demonstrating meticulous attention to detail.
- Successfully increased Consumer Products Summit attendees from 400 to 1,000, indicating effective project management.

Availability: July 27, 2025

References: available upon request