

JODIE MEARS

Speaker ~Trainer~Mentor & Career Coach

FOR THE ADMINISTRATIVE & BUSINESS SUPPORT PROFESSION GLOBALLY

About Me



I'm a C-Suite Executive Assistant currently in role, an international speaker, trainer, mentor, LinkedIn Top Voice, and Advisory Board Member for The PA Show, passionate about helping redefine modern administrative leadership.

I didn't start out with a grand career plan or a polished route into leadership. My first lessons in service, communication, and visibility actually started as a child working in my dad's fruit and veg shop, where I learned very quickly that small details, consistency, and how people feel matter more than most people realise.

More than 23 years later, those same principles still shape how I work today. Throughout my career, I've supported senior global leadership across technology, infrastructure, aviation, SaaS, and corporate environments. I've worked inside fast-moving businesses where priorities change quickly, pressure is high, and relationships matter. That real-world experience is what shapes every workshop, keynote, and session I deliver.

Because I'm still working inside the role every day, the advice, frameworks, and strategies I share are not built from theory or hindsight. They are being tested in real workplaces with real executives, AI adoption, shifting priorities, complex communication, and the realities modern assistants and business support professionals are navigating right now.

Alongside my executive role, I now deliver conference sessions, leadership training, corporate workshops, webinars, and coaching programmes across the UK and US. My audiences include Executive Assistants and business support professionals from organisations such as **Amazon, Netflix, Goldman Sachs, Paramount, and Pluto TV**, alongside professionals across Private Equity and Insurance organisations.

I've been recognised as part of LinkedIn's invitation-only Top Voices programme since 2023, named one of the Top 60 Digital Women to Watch, and shortlisted as a finalist for Digital Woman of the Year. I'm also an Adobe Express Ambassador, a past podcast host, and the creator of the Aspire & Achieve mentoring programme. At the heart of my work is a simple belief: assistants should not have to become louder versions of themselves to grow. They need practical tools, stronger visibility, and the confidence to recognise the value they already bring.



Signature Speaking Topics

- 01 Strategic Visibility
- 02 Quiet Leadership
- 03 Building a Personal Brand
- 04 Executive Partnership
- 05 Communication & Influence
- 06 Leadership Presence
- 07 Managing Up
- 08 Future-Ready Career Growth for Assistants

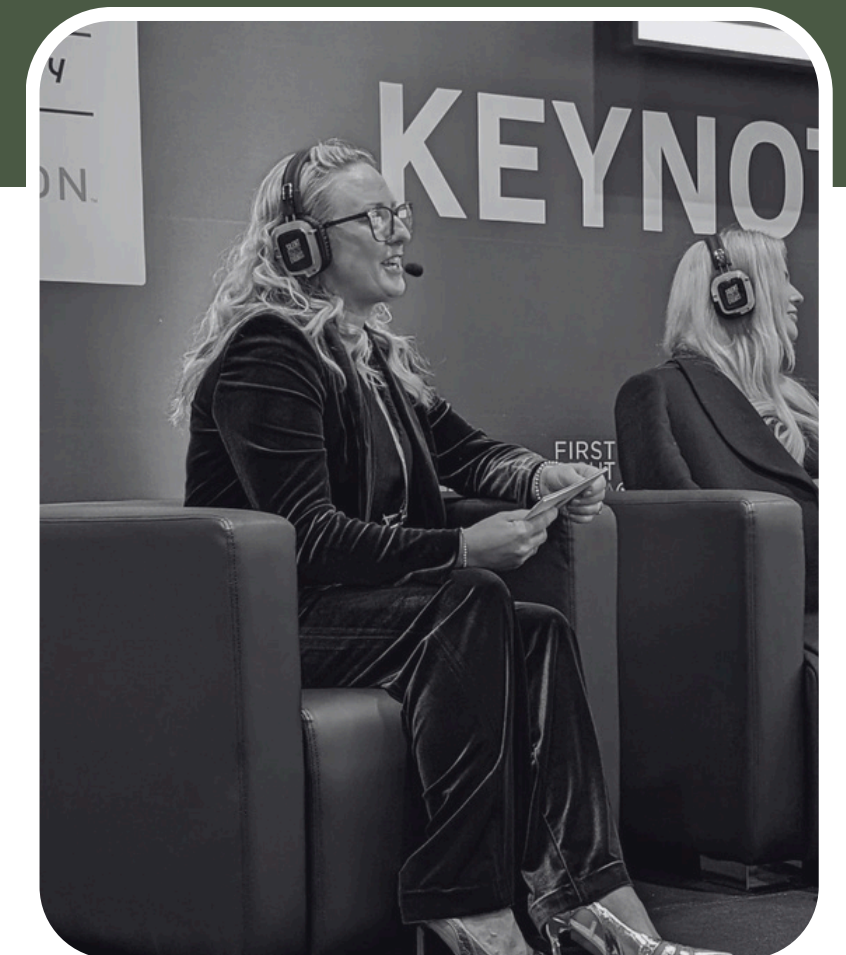
Experience

Over the last six years, I've built a trusted reputation as a speaker, trainer, and career coach within the administrative profession, delivering high-impact sessions across the UK, Europe and the USA.

My work spans keynote speaking, conference sessions, leadership training, corporate workshops, webinars, panels, and coaching programmes for organisations, including ASAP, EA Ignite, The PA Show, membership platforms, as well as private workshops and coaching for companies such as **Amazon, Netflix, Goldman Sachs, Paramount, and Pluto TV.**

I deliver everything from main-stage keynotes and conference breakouts to interactive workshops and leadership sessions, with the flexibility to adapt topics to suit conference themes, organisational priorities, and audience needs.

My sessions are known for combining **practical insight, relatable storytelling,** and **actionable takeaways** that leave audiences feeling clearer, more confident, and **ready to implement change** immediately.



What People Say



"This webinar was so good. I walked away with notes, ideas, and immediate 'I'm implementing this' energy."



"Every time I've seen Jodie speak at an in-person event, she lives up to her incredible online presence x1000."



"She has a real talent for taking complex topics and turning them into practical, empowering takeaways."



"The attendees loved Jodie's dynamic delivery and actionable takeaways. I highly recommend Jodie for event speaking and facilitating opportunities."



"I attended Jodie's session at the PA Show, and it was fantastic! After listening to The Crodie Files podcast during my job search, hearing her speak in person was even better."

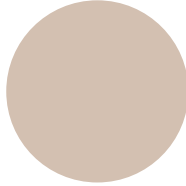
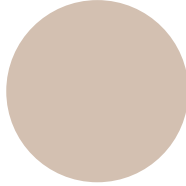
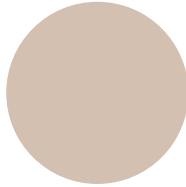
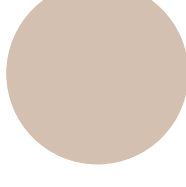
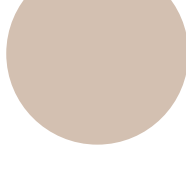



I would highly recommend Jodie, to present at your team meetings she has such a wide breadth of knowledge that is relevant to any team.





How I Deliver

-  **Keynotes & Hosting**
-  **Webinars**
-  **Panels & Fireside Chats**
-  **Team Workshops**
-  **Collaborations & Guest Features**
-  **Online & In person Globally**



Let's Plan



WWW.JODIEMEARS.COM



EMAILJODIEMEARS@GMAIL.COM



WWW.LINKEDIN.COM/IN/JODIEMEARS/