

Speaker Profile

Jodie Mears

Senior Executive Assistant | Speaker | Mentor | Co-Host of
The Crodie Files Podcast

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About Me

I'm a full-time Executive Assistant supporting C-suite leaders and a speaker by experience, not by title. I bring real, relatable stories and strategies that reflect the realities of the admin and executive support role today.

Over the past few years, I've shared the stage (and the screen) with assistants, executives, and industry leaders around the world, helping others step into visibility, develop strategic thinking, and grow their careers with intention.

As co-host of The Crodie Files Podcast, I speak regularly to a global audience about the modern challenges and career paths of administrative professionals. My voice is shaped by lived experience, not just theory, and I make sure every session I deliver is practical, relevant, and actionable. I am happy to explore your bespoke requirements with flexibility.

Signature Speaking Topics

- ✿ Strategic Visibility for Quiet Achievers
- ✿ Strengthening Your Executive Presence and Personal Brand
- ✿ Connecting the Dots: Leveraging Your Full Skill Set as a Strategic Assistant
- ✿ Managing Up
- ✿ You Have the Information...What's Next?
- ✿ Your Unique Value: Building a Personal Brand That Benefits You and Your Team

How I Deliver

- Keynotes & Hosting
- Webinars
- Panels & Fireside Chats
- Team Workshops
- Group Presentations
- Collaborations/Guest Feature
- Available online & In-person globally

Why Book Me

- ✿ I speak from inside the role, not outside it
- ✿ I blend strategy with real-world relatability
- ✿ I simplify topics like visibility, leadership & personal brand
- ✿ I create safe, empowering spaces for growth
- ✿ I engage audiences from 1:1 sessions to 150+ keynotes
-  As a LinkedIn Top Voice, I share insights weekly that align with my sessions
- ✿ I'm open to co-creating talks within my focus areas:
 - Strategic Impact
 - Quiet Leadership
 - Future-Ready Skills

