

Shannon Fornelli

Executive Assistant

Tigard, Oregon 

(619) 405-4456 

Shannon.Fornelli@gmail.com 

[linkedin.com/in/shannon-fornelli](https://www.linkedin.com/in/shannon-fornelli) 

Relevant Software / Technology

Google Workspace	Adobe Acrobat	Workday	Concur
Microsoft Office	SharePoint	Canva	Egencia
Slack	Dropbox	AI Tools	Confluence
DocuSign	Monday.com	Asana	nSap

Awards / Accomplishments / Volunteering

2021 Admin Awards Leadership Award Winner

Co-Founder of PDX Administrative Professionals Network

Microsoft Office Specialist

Abby's Closet Volunteer

Professional Experience

Executive Office Administrator | Cat Adoption Team | Sherwood, OR

May 2025 – Present (Temporary Assignment)

Cat Adoption Team

- Prepared and delivered board-level financial and operational reports
- Successfully project managed the closure of a non-profit thrift store
- Managed the complete hiring and onboarding cycle for new staff
- Managed all core accounting functions, including accounts payable and financial reporting
- Oversaw all aspects of office administration, from procurement to facilities management

Corporate Executive Assistant | Franz Family Bakery | Portland, OR

January 2025 – February 2025 (Temporary Assignment)

Franz Family Bakery

- Proactively managed office supply levels to prevent shortages and ensure operational efficiency
- Managed logistics for Board of Directors and offsite department annual meetings for 6 executives and their teams
- Recorded capital expenditures and prepared materials for monthly CapEx meetings
- Assisted the CEO and CFO with various ad hoc projects and requests

Executive Assistant | Recurly | San Francisco, CA (Remote)

March 2022 – September 2024

Supported Chief Marketing Officer, Chief Revenue Officer, and VP of Sales at a subscription management and billing platform startup.

- Complex calendar management across 7 time zones – including EMEA and India
- Domestic and international travel arrangements to include Europe and Latin America
- Planned and executed high-profile events for leadership teams and sales and marketing departments, including leadership team collaboration, customer/prospect events, and destination kickoffs
- Scheduled and coordinated interviews for sales and marketing open positions

- Created compelling Google Slides presentations to support executive leadership during weekly all-hands, sales conferences, and other events
- Ambassador leader for company culture team to create fun and connectiveness remotely

Executive Assistant | Umpqua Bank | Portland, OR

August 2019 – March 2022

Supported Executive Vice President of Global Payments and Deposits at West Coast Regional Bank.

- Heavy calendar management, domestic travel arrangements, expense report processing/credit card reconciliations
- Managed multiple leadership team project initiatives
- Created PowerPoint presentations for various meetings, including sales conferences, advisory boards/councils, and committees
- Onboarded and delivered orientation to new hires
- Handled production responsibilities for monthly bank-wide educational series on Microsoft Teams Live Event platform.
- Trained department on new digital technology tools
- Creator of enhanced ways to stay connected during remote working conditions
- Top loan processor for the Paycheck Protection Program (PPP) team and identified a more efficient streamlined workflow

Executive Assistant | moovel Group | Portland, OR

May 2019 – August 2019

Supported Chief Technology Officer, VP of Engineering, and VP of Product at small startup company (acquired by Daimler) which provides mobile ticketing for public transit.

- Led bi-weekly Engineering Management Team meetings
- Calculated monthly Key Performance Indicators (KPIs)
- Organized agenda and calendar for both Tech Forum and Demo Sessions
- Prepared slide decks for All-Hands presentations

Executive Assistant | Teradata | San Diego, CA

April 2017 – January 2019

Supported Chief Information Officer (CIO) and Chief Information Security Officer (CISO) for a connected multi-cloud data platform technology company.

- Supported four executives 1st quarter 2018 – CIO, CISO, Chief Marketing Officer (CMO) and Sr. VP of Marketing
- Entered payroll exceptions for entire IT organization (over 100+)
- Arranged domestic and international (UK, Spain, China, India) travel
- Created process for onboarding IT leadership team
- Provided input and recommendations on the company-wide implementation of a new employee experience program
- Coordinated the logistics for IT leadership interview panels, including scheduling, candidate communication, and interview panel set-up
- Organized and facilitated workshops for various teams within the IT department

Executive Assistant | Verizon Telematics, Networkfleet | San Diego, CA

August 2012 – May 2016

Supported two VP executives at a fleet management startup, later acquired by Verizon.

- Planned and organized special events – WebEx meetings, town halls, employee appreciations, and culture-building
- Maintained accurate distribution lists for company communications and ensured clear and comprehensive meeting notes were captured and disseminated
- Conducted ad hoc data analysis and compilation tasks to support various administrative needs
- Supported and managed facilities, office moves and reorganizations, and supply management
- Provided process map and various system tool training to EA team