

Laura Glover

Executive Assistant

✉ ldg41966@outlook.com 📍 📞 (661) 348-7360

Summary

Dedicated and proactive Executive Assistant with over 7 years of experience providing high-level administrative and project support to C-suite executives. Proven ability to manage complex schedules, coordinate travel, maintain documentation, and implement new software solutions like CRM and project management tools. Adept at streamlining operations, optimizing workflows, and ensuring regulatory compliance. Eager to leverage extensive organizational and communication skills to enhance executive productivity and support the success of Info Resume Edge.

Work Experience

Project Manager / Virtual Assistant, Smart Grower, Philadelphia

05/2024 – 03/2026

- Provided high-level executive and administrative support directly to the CEO.
- Secured patent protection for the company name.
- Authored and managed a comprehensive database detailing state regulatory requirements for pesticide and fertilizer products.
- Successfully obtained registrations and licenses for approximately 15 products across 35 states.

Executive Assistant to CEO, SKA Robots / Real Robotics,

03/2017 – 04/2024

- Delivered executive-level administrative and project support to the CEO.
- Managed parts ordering, sourcing, and inventory tracking.
- Prepared and maintained legal, financial, and business documentation.
- Implemented CRM and project management software, and subsequently trained staff on their usage.
- Assisted with grant proposal writing and submissions.
- Contributed to company blog content and internal communications.

Executive Assistant / Project Manager, Sawtooth Real Estate,

03/2018 – 05/2024

- Supported a real estate wholesaler and licensed agent with administrative and project management functions.
- Conducted thorough property research, including title and lien checks.
- Attended auctions to facilitate property evaluation and acquisition decisions.
- Cultivated and managed a robust wholesaling network encompassing buyers, sellers, acquisition staff, and disposition teams.
- Trained customer service employees on CRM systems, phone software, and sales techniques.
- Drafted and administered contracts for all facets of real estate transactions.

- Oversaw transaction workflows to ensure accuracy and timely completion.

Education

Associate of Science, Business Management, Bakersfield College, Bakersfield

Associate of Science, Business Administration (Minor in Accounting), Bakersfield College, Bakersfield

High School Diploma, Arvin High School, Arvin

- GPA: 3.85

Skills

Project Management & Coordination

Executive Administrative Support

Process Improvement & Automation

Regulatory Compliance & Licensing

Contract & Document Management

Operations & Workflow Optimization

Microsoft Office Suite

Adobe

Asana

Monday.com

Trello

Smartsheet

HubSpot

Zoho

IRS CRM

AppFolio

Slack

SEO

Social Media Platforms

Automation & Workflow Tools

Training & Team Development

Communication

Travel Coordination

Calendar Management

Multitasking

Adaptability

Proactivity

Follow-up

Written Communication

Internet Research

College Education