Rosalind Vaughan

720-762-7172 | roseyvaughan@gmail.com | Berthoud, CO

PROFESSIONAL SUMMARY

Strategic, proactive Senior Executive Assistant with 10+ years of experience partnering with C-suite leaders, senior executives, and cross-functional teams across global tech (Meta), luxury fashion (Marc Jacobs, Patricia Field), and large-scale event operations. Proven track record managing high-volume executive calendars, complex domestic and international travel, Board of Directors liaison duties, T&E reconciliation, and confidential executive communications. Adept at driving special projects from conception to completion and building trusted, collaborative relationships across global, values-driven organizations.

CORE COMPETENCIES

- **Executive & C-Suite Support:** Complex Calendar Management, Domestic & International Travel Itineraries, Board & External Stakeholder Liaison, Confidential Correspondence, Anticipatory Problem-Solving
- **Financial & Administrative Operations:** T&E Reports (Concur), Purchasing Card Reconciliation, Departmental & Event Budgeting, Vendor & Agency Management
- **Events & Project Management:** End-to-End Special Projects, Senior Management Offsites & All-Staff Meetings, Employee Engagement Activations, Cross-Functional Coordination
- **Software & Languages:** Microsoft Office Suite, Google Workspace, Workday, ADP, Slack, CRM Platforms | Bilingual (Fluent English & Spanish)

PROFESSIONAL EXPERIENCE

BOLDERBoulder | Boulder, CO

Volunteer Operations Coordinator (Seasonal) | *Feb 2025 – Present*

- Serve as a primary point of contact for internal operations teams and external community organizations, schools, and non-profits, managing recruitment and engagement for 1,600+ volunteers across major events (BOLDERBoulder & COLDERBoulder).
- Partner directly with senior operations and logistics leaders to align schedules, streamline cross-functional workflows, and execute real-time issue resolution under strict deadlines.
- Draft and manage high-volume executive stakeholder communications, ensuring consistent, professional representation across external partners.

UTMB Desert Rats & Gemini Adventures | Remote / On-Site

Volunteer Director (Seasonal) | *Jan 2026 – Aug 2026*

- Directed end-to-end operational projects and staffing logistics from conception to completion across 5 regional endurance events, coordinating 400+ volunteers.
- Managed complex, multi-team schedules, remote communication channels, and on-site logistics to ensure seamless execution across distributed teams.

Meta | Menlo Park, CA

Executive Assistant | *March 2018 – May 2023*

- Provided high-touch executive administrative support to multiple senior leaders in a fast-paced, global enterprise environment, managing heavily active calendars, shifting priorities, and complex domestic and international travel itineraries.
- Acted as a key liaison between senior leadership, the Board of Directors, external agencies, and cross-functional global teams to coordinate executive outreach, align schedules, and compile briefing materials.
- Planned and executed senior management offsites, executive dinners, all-staff working sessions, and high-priority cross-functional events.
- Spearheaded employee engagement and corporate volunteer initiatives, mobilizing internal teams to execute nationwide training activations.
- Managed T&E expense reporting, purchasing card reconciliations, and financial administrative tracking with strict attention to accuracy and confidentiality.

Marc Jacobs | New York, NY

Executive Assistant to Creative Director & RTW Design Director | *July 2016 – Feb 2018*

- Served as the central point of contact for the Office of the Creative Director and RTW Design Director, triaging high-volume internal and external inquiries, managing executive calendars, and coordinating global fashion show and vendor logistics.
- Managed departmental budgets, financial reporting, expense reconciliations, and external vendor/supplier contracts across international brand teams.
- Coordinated large-scale team offsites, seasonal launches, and cross-functional operational workflows in a deadline-driven apparel environment.

Dream Hotels | New York, NY

Marketing Coordinator | *Dec 2015 – June 2016*

- Partnered with the Marketing Director and external brand partners to plan, pitch, and execute large-scale promotional events and activations alongside high-profile talent.
- Prepared and delivered executive presentations and strategic proposals to Board members; maintained executive content calendars and CRM workflows.

Patricia Field | New York, NY

Executive Assistant to Patricia Field | *Feb 2012 – Dec 2015*

- Served as trusted business and personal Executive Assistant to a high-profile fashion founder, exercising absolute discretion and judgment across confidential business matters, international travel, and press engagements.
- Managed complex multi-business budgets, T&E reconciliation, and executive scheduling while facilitating partnerships with network executives, industry leaders, and external agencies.
- Drafted executive correspondence, presentations, and project collateral on behalf of leadership.

EDUCATION

University of Northern Colorado | Pursuing Bachelor's Degree in Criminal Justice (Online)

REFERENCES

Caroline Couvillion (Manager at META) 917-545-7074
Wendy Singh (Co worker META) 669-308-5441
Sara Gagiliardi (Patricia Field) 917-620-2556
Patricia Field (Patricia Field) 917-584-7708
Marleene Buttice 530-304-5544