



VIVIANNE VO

SENIOR EXECUTIVE ASSISTANT

WORK EXPERIENCE



Senior Executive Assistant | Tyck Remote **2024 - Present**

- Accounting, Invoice Management & Expenses
- Travel Booking
- Inbox Monitoring & Management
- Payroll & Compensation Administration
- HR Documentation & Compliance
- Technical Support for Coaches & Participants
- Training Documentation

Tech Support | Careerminds | Remote **2024 - Present**

- Provided top-tier technical support to clients, troubleshooting and resolving issues related to software and platform usage.
- Acted as a liaison between clients and internal technical teams to ensure seamless user experiences.
- Managed technical inquiries, providing prompt solutions to ensure customer satisfaction.
- Assisted in onboarding new users, providing clear and concise guidance on system features.
- Collaborated with cross-functional teams to improve system functionality based on user feedback.

Executive Assistant to CEO/Founder | Plantik Bio **Remote | 2024 - Present**

- Coordinated the CEO's daily operations, focusing on streamlining administrative tasks to improve overall efficiency.
- Managed end-to-end travel arrangements for global trips, including booking flights, accommodations, and organizing itineraries.
- Oversaw payroll and accounting functions, including processing monthly and quarterly reports, ensuring accurate and timely payments.
- Maintained an organized and up-to-date filing system, including the creation of invoices, NDAs, and other critical documents.
- Collaborated with cross-functional teams to support strategic business initiatives, ensuring all logistical needs were met.
- Took charge of scheduling and organizing meetings, ensuring smooth communication with external clients, investors, and partners.
- Managed time-off requests, employee meal card ordering, and administrative tasks that contributed to a productive, well-organized work environment.



Executive Assistant to CEO | Spice World Ventures | Remote 2024 - Present

- Acted as a key strategic partner to the CEO in a fast-paced, rapidly growing fashion startup, ensuring seamless business operations.
- Managed complex schedules, coordinating multiple time zones and ensuring efficient use of the CEO's time.
- Organized and managed global travel, including private jets, accommodations, and logistics, ensuring all trips were tailored to the CEO's needs.
- Played a pivotal role in day-to-day business operations, ensuring timely execution of tasks and enhancing overall productivity.
- Led HR functions, including recruitment, interviewing, onboarding, and managing sensitive personnel matters.
- Coordinated with external partners and vendors to ensure smooth conference logistics, including all event-related travel, accommodation, and schedules.
- Provided personal assistance to the CEO, including managing healthcare appointments and personal errands, ensuring work-life balance.
- Took initiative to streamline business processes, introducing more efficient systems to improve operational productivity

Executive Assistant to CEO/Founder | Colony.io Remote | 2021 - 2024

- Acted as the CEO's right-hand, managing all aspects of their calendar, travel, and communications with precision and efficiency.
- Coordinated both business and personal matters, providing exceptional family assistant support such as managing nanny bookings, family trips, and property maintenance.
- Responsible for preparing detailed agendas for high-level meetings and ensuring that all materials were prepared and sent in advance.
- Oversaw payroll administration and handled HR-related tasks, including onboarding new team members and managing insurance claims.
- Worked closely with the CEO on a variety of ad hoc tasks, from project management to troubleshooting, helping the company navigate growth and scale.
- Provided administrative support to other departments, ensuring smooth interdepartmental communication and timely completion of tasks.
- Demonstrated high-level discretion and confidentiality in all personal and professional matters, building a strong relationship of trust with the CEO and their family.