

Liz Alvarado

Executive Business Partner /
Executive Assistant

Personal Info

Email
lizaliciaalvarado@gmail.com

Phone
8326296676

LinkedIn
linkedin.com/in/lizbeth-alvarado-86829619a

Skills

Meeting planning

Presentation development

Travel arrangements

Document preparation

Office administration

Expense reporting

Calendar management

Executive support

Scheduling

Travel administration

Strategic planning

Project management

Software

MS Office Suite

Adobe

Smartsheet

Compeat

MS Project

Publisher Chrome

River Visio

Contract Assistant

Executive Assistant and Executive Business Partner with extensive experience providing high-impact support to C-suite leaders. Proven ability to drive executive alignment, streamline operations, and enable effective decision-making at the highest levels of an organization. Recognized for optimizing workflows, managing complex calendars, and leading cross-functional initiatives that enhance organizational efficiency and performance.

Skilled in strategic project management, including planning, resource allocation, and performance tracking to ensure on-time, on-budget delivery of critical initiatives. Adept at financial analysis, contract oversight, and process improvements that strengthen compliance and contribute to sustainable business growth.

Trusted partner in board coordination, international entity formation, and legal/governance processes, with a reputation for discretion and reliability in handling sensitive information. Equally effective in business and personal executive support, seamlessly balancing priorities to maximize leadership focus and productivity. Thrives in dynamic environments where no two days are the same and demonstrates a strong in-service mentality to support leadership and organizational success.

Work History

2025-02 - 2025-10	Executive Assistant to the Chief Executive Officer and Office Manager <i>ZymeFlow, Houston</i> Provide strategic administrative and operational support to the CEO and CFO. Trusted partner in managing board meeting preparation and coordination, and international collaboration with APAC and EU teams, with proven ability to streamline processes, oversee international initiatives, and enhance executive focus on high-impact priorities. • Provide high-level executive support to the CEO and CFO, managing calendars, international/domestic travel, expense reporting, and sensitive communications with discretion. • Serve as primary liaison for Board of Directors, coordinating agendas, board decks, and global entity compliance. • Spearheaded implementation of Darwinbox, streamlining travel guidelines, expense processes, and executive approvals, resulting in greater efficiency and compliance across the organization. • Manage vendor relationships, lease negotiations, and office operations, ensuring cost savings and alignment with company needs. • Plan and execute executive and board-level events, town halls, and corporate offsites, enhancing company culture and board engagement. • Assisted in establishing a new entity in Portugal, preparing and drafting formal letters accompanied by certified documents, Powers of Attorney, certificates, notarizations, and apostilles. • Coordinated with legal counsel and external partners to ensure documentation met international compliance and regulatory requirements. • Scheduled and managed appointments with Consulates, overseeing submission of documentation and acting as the central point of contact throughout the process. • Maintained strict attention to detail and confidentiality while supporting the CEO and CFO in global expansion efforts. • Organized departmental team-building activities, promoting a cohesive and collaborative work environment, driving engagement, cohesion, and positive morale within team.
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Concur

Airbase

Navan

Egencia

Asana

DarwinBox

SharePoint

Notion

Google Workspace

Slack

Zoom

Languages

English

Spanish

2022-02

- 2024-08

Executive Business Partner

DBT Labs, Inc., Remote

Deliver high-level administrative support to the CEO/Founder, CFO, CPO, CTO/Co-Founder, and VP of People for timely and accurate management of their priorities and commitments. Coordinate intricate scheduling, optimizing calendar management across diverse time zones and ensuring alignment with the rhythm of the business. Facilitate executive meetings by organizing logistics, preparing materials, and ensuring smooth execution. Oversee and streamline domestic and international travel logistics for executives, including booking flights, securing accommodations, and arranging ground transportation. Steer the validity and maintenance of executives' passports, visas, and other travel documents. Administer and reconcile travel expenses and reimbursements for the executive team. Coordinate with internal and external stakeholders to align objectives and drive effective communication. Manage and respond to email and correspondence efficiently, improving communication flow and supporting overall business operations. Handle confidential and sensitive information with exceptional discretion and professionalism.

- Managed a team of Executive Assistants, providing leadership, guidance, and process alignment to ensure consistent support across the executive team.
- Supported finance in the implementation of Navan, ensuring a seamless travel experience for employees while streamlining processes to align with company travel policy.
- Managed speaker coordination, travel arrangements, and executive scheduling to ensure leadership presence at key industry events.
- Acted as the trusted liaison for external partners and conference organizers, maintaining professionalism and alignment with brand standards.
- Ensured executive customer meetings were strategically scheduled, aligning with business priorities and maximizing executive availability.
- Directed end-to-end coordination of board meetings across domestic and international entities, ensuring flawless execution of logistics and compliance requirements.
- Served as the primary liaison for board members, ensuring all communications, travel, and meeting requirements were handled with discretion and accuracy.
- Coordinated high-level customer meetings both domestically and internationally, ensuring seamless execution of agendas, travel, and follow-up actions.
- Organized executive off-sites and retreats globally and locally, including sourcing venues, negotiating rates, managing swag, travel logistics, and event execution.
- Served as the primary point of contact for external stakeholders, ensuring clear communication, alignment across all parties, and consistently maintaining a reputation as a trusted and reliable partner.
- Supported the recruitment process for executive-level candidates, contributing to the acquisition of top talent, interview scheduling, and coordinating with the People Team to enhance the candidate experience and secure top talent for leadership roles.
- Partnered with Finance and Legal to manage expense reporting, vendor contracts, and compliance documentation, ensuring timely execution and record-keeping.
- Recognized for reliability, adaptability and discretion, stepping into high-level support roles across multiple executives as trusted coverage during absences or critical initiatives.

2020-09
- 2022-02

Executive Assistant to the CEO and CFO - Continued partnership with Mesa Line Services CEO

Bilfinger North America, The Woodlands

Orchestrated and optimized executive schedules, aligning activities with strategic goals and priorities. Coordinated daily lunch arrangements for the CEO to ensure smooth logistics and accommodate specific preferences. Screened and addressed personal and business phone calls, directing communications to appropriate parties and resolving issues. Developed and executed intricate domestic and international travel itineraries, handling all aspects of travel planning and coordination. Organized and executed both on-site and off-site monthly leadership meetings, handling logistics, agenda preparation, and coordination. Processed monthly expense reports through Chrome River, maintaining accuracy and timely submission of financial documentation. Delegated tasks and monitored progress on action items for the CEO and CFO, tracking completion and upholding accountability. Approved timecards for the leadership team using Kronos, overseeing accurate payroll processing and adherence to timekeeping standards.

- Acted as the primary liaison between the leadership team and customers, facilitating productive interactions and addressing inquiries.
- Supported executive onboarding by assisting in the formulation and execution of policies and procedures to facilitate smooth transitions.
- Assisted the marketing team with the production and distribution of the monthly newsletter, enhancing internal/external communications.
- Contributed to the enhancement of the employee onboarding program, refining processes to improve the integration experience for new hires.
- Coordinated logistics, prepared agendas, and arranged travel for Board of Directors meetings, facilitating efficient and productive sessions.
- Acted as a liaison between the Leadership team and Board of Directors, facilitating communication and alignment on key initiatives.
- Distributed company-wide announcements on behalf of the CEO, communicating important information effectively across the organization.
- Managed special projects, delivering results that aligned with organizational goals and strategic priorities.
- Supervised and supported front desk staff.
- Oversaw day-to-day office operations and ensured the office ran smoothly.
- Managed office supplies, equipment, and vendor relationships.
- Organized company events and meetings.

2020-02
- 2020-09

Executive Assistant to the CEO - Continued partnership with Austin Industrial's President

Mesa Line Services, Houston

Scheduled and coordinated numerous internal personnel and client meetings, optimizing time management and enhancing collaboration. Organized and managed complex travel itineraries, handling all aspects of domestic and international arrangements. Assisted in creating impactful board and client presentations, contributing to effective communication and strategic decision-making. Updated and maintained organizational charts, reflecting accurate company structure and reporting lines. Supported HR with the development and implementation of policies and procedures, enhancing organizational compliance and efficiency. Executed personal and business errands, efficiently completing a variety of tasks to support executive needs.

- Acted as a liaison between the Leadership team and Board of Directors, facilitating

communication and alignment on key initiatives.

- Assisted with the implementation and execution of Salesforce and the employee hotline, contributing to improved CRM functionality and internal communication processes.
- Managed special projects, delivering results that aligned with organizational goals and strategic priorities.
- Managed office leases, including renewals, negotiations, and maintaining relationships with landlords.
- Supervised and supported front desk staff.
- Oversaw day-to-day office operations and ensured the office ran smoothly.
- Managed office supplies, equipment, and vendor relationships.
- Organized company events and meetings.

2018 - 2020

Executive Assistant to the President

Austin Industrial, Deer Park

Organized numerous internal personnel and client meetings to enhance operational efficiency and team collaboration. Managed complex domestic and international travel itineraries, handling all logistics and ensuring seamless travel experiences. Processed monthly expense reports, maintaining accuracy and ensuring timely submission. Oversaw daily office management, addressing operational needs to maintain a productive workspace. Maintained organizational charts, ensuring accurate representation of company structure and reporting lines. Organized corporate board meetings, while overseeing logistics and agendas for effective sessions. Arranged customer meetings, facilitating productive interactions and strengthening business relationships.

- Managed marketing and branding initiatives, enhancing the company's public image and supporting strategic objectives.
- Executed personal and business errands, efficiently completing a variety of tasks to support executive needs.
- Coordinate and executed corporate and charitable events.
- Supervised and supported front desk staff.
- Oversaw day-to-day office operations and ensured the office ran smoothly.
- Managed office supplies, equipment, and vendor relationships.
- Coordinated onboarding new hires and maintained office policies and procedures.

2014 - 2018

Executive Assistant to the President

Dashiell, LLC, Houston

Managed calendar and scheduled meetings, optimizing time management and ensuring timely coordination. Handled domestic travel arrangements, including booking flights, accommodations, and ground transportation. Processed expense reports, maintaining accuracy and ensuring timely reimbursement. Maintained and updated certificates of insurance for all active projects, coordinating with vendors and insurance providers to ensure compliance with contractual requirements, minimize risk exposure, and support project continuity. Updated and managed the Contract Assistant Database, ensuring contract records were accurate, current, and easily accessible for stakeholders. Assisted in the review, redlining, and tracking of contracts, supporting legal compliance, ensuring proper execution, and monitoring key dates such as renewals and expirations to mitigate risk.

- Oversaw office management, addressing operational needs to maintain a functional and efficient workspace.
- Coordinated and executed company events, managing all aspects from planning to successful execution.

- Supervised and supported front desk staff.

2011 - 2014

Executive Assistant to the Chief Executive Officer

Goode Company Restaurants, Houston

As an Executive Assistant, I acted as a liaison between employees and the CEO/CFO, managing complex calendars, scheduling, and travel arrangements, along with household management and special projects such as business relocations. I organized employee orientations, translated company policies into Spanish, and planned corporate and personal events, handling all logistics and budgets. Additionally, I supported e-commerce operations, processed financial transactions, managed contracts, and handled a variety of personal and business errands for the executives.

- Served as liaison between employees and the CEO/CFO.
- Managed complex calendars, meetings, and extensive travel arrangements for executives.
- Partnered with attorneys and executives to facilitate timely reviews, approvals, and ongoing trust administration.
- Oversaw household management, including payroll, bill payments, and maintenance.
- Assisted with special projects, such as business relocations and new facility setup.
- Organized employee orientations, benefits sessions, and translated company policies in Spanish.
- Planned and executed corporate and personal events, managing all logistics and budgets.
- Supported e-commerce operations, handled contracts, notarized documents, and processed financial transactions.
- Planned, organized, and managed corporate events and executive meetings.
- Managed personal and business errands for executives.
- Managed front desk while delivering administrative support.

Education

General Studies

San Jacinto Community College, Houston, Texas