Catherine Lowe

// Executive Assistant to the CEO

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> SUMMARY

Executive assistant to the CEO with 12 years of executive support, the last 5 as lead assistant to the CEO of an 8,000-employee building materials company in Dallas. Runs calendar management, board meeting preparation and travel coordination, and leads a team of 3 assistants. Known for discretion on earnings and M&A matters and attention to detail.

> SKILLS

• Calendar Management • Board Meeting Preparation • Travel Coordination • Expense Reports
• Microsoft Office Suite • Excel • PowerPoint • Teams • Discretion • Attention to Detail

> EXPERIENCE

Executive Assistant to the CEO 02/2021 - Present
Lone Star Building Materials Dallas, TX
Building materials maker with $3.4B in revenue, 8,000 employees and 40 plants.

- Manage the CEO's calendar of about **60** meetings a week, setting priorities with the chief of staff each Monday.
- Lead board meeting preparation for 5 meetings a year, compiling pre-reads and logistics for 9 directors.
- Coordinate 35+ trips a year, including investor roadshows, plant tours in Mexico and private aviation.
- Direct a team of 3 executive assistants, standardizing Teams calendars and expense reports across 6 leaders.

Senior Executive Assistant 03/2016 - 01/2021
Prestonwood Energy Partners Dallas, TX
Midstream energy company with 2,000 employees.

- Supported the President and COO with calendars, travel and correspondence for about 50 meetings a week.
- Drafted and proofread executive letters, earnings-call notes and board memos, about 25 documents a week.
- Organized 4 annual leadership summits for 150 managers, holding costs 12% under budget.
- Processed expense reports and card reconciliations for 2 executives in Concur, with no audit exceptions in 5 years.

Executive Assistant 06/2014 - 02/2016
Uptown Commercial Realty Dallas, TX
Commercial real estate brokerage with 40 brokers.

- Scheduled client tours and closings for 3 brokers, about 30 appointments a week.
- Built Excel and PowerPoint deal summaries for listings worth more than $250M.
- Maintained lease files for 140 commercial tenants in Microsoft Office Suite templates under strict confidentiality.

> EDUCATION

Bachelor of Business Administration 05/2014
University of North Texas Denton, TX
Management

> CERTIFICATES

Certified Administrative Professional (CAP) 06/2018
International Association of Administrative Professionals (IAAP)