Marcus Hale

Executive Business Partner

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SUMMARY

Executive business partner with 9 years of executive support, partnering with the CEO and CTO of a 600-person fintech in San Francisco. Runs calendar management, leadership offsites and the weekly operating cadence across Google Workspace, Slack and Notion, and uses AI tools to cut prep time. Brings discretion and sound judgment to board, hiring and fundraising work.

SKILLS

- **Calendar Management**
- **Project Management**
- **Event Planning**
- **Expense Reports**
- **Google Workspace**
- **Slack**
- **Notion**
- **AI Tools**
- **Discretion**
- **Judgment**

EXPERIENCE

Executive Business Partner 04/2023 - Present

Embarcadero Payments San Francisco, CA

Series D payments company with 600 employees.

- Own the CEO's and CTO's calendars, protecting focus blocks while fitting about **70** meetings a week.
- Run the leadership operating cadence in Notion, tracking 120+ action items and weekly priorities for 9 executives.
- Lead project management for 2 leadership offsites and the 2025 board season, sending every pre-read 5 days ahead.
- Create meeting briefs with AI tools and Slack summaries, saving the executive team about 6 hours a week.

Senior Executive Assistant 01/2020 - 03/2023

Presidio Software San Francisco, CA

B2B software company with 1,100 employees.

- Supported the Chief Revenue Officer with calendars, global travel and expense reports for 50+ trips a year.
- Handled event planning for 3 sales kickoffs of 400+ attendees, with venue and vendor budgets up to $450,000.
- Drafted executive emails and Slack announcements for a sales org of 300, with same-day turnaround.
- Moved the team's documents to Google Workspace in 2020, setting up shared drives for 12 regional leaders.

Executive Assistant 06/2017 - 12/2019

Golden Gate Venture Partners San Francisco, CA

Venture capital firm with 3 partners and 60 portfolio companies.

- Scheduled partner meetings and founder pitches for 3 partners, about 40 meetings a week.
- Organized the firm's annual meeting for 150 limited partners 2 years running.
- Maintained deal files and NDAs for 60+ portfolio companies under strict confidentiality rules.

EDUCATION

Bachelor of Arts 05/2017

University of California, Berkeley Berkeley, CA

Political Science