

Jennifer Griffin

Executive Assistant | Executive Business Partner

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jenniferops.com

Strategic Senior Executive Assistant and Executive Business Partner with 20 years of experience supporting founders, CEOs, and C-suite leaders across private equity, biotech, high-growth startups, enterprise organizations, and private office environments. Trusted partner in complex, high-visibility settings requiring independent judgment, discretion, and operational precision. Technically fluent and experienced in using AI and modern tools to streamline workflows, strengthen communication, and reduce administrative friction. Skilled in calendar strategy, board and investor cadence, executive communications, cross-functional alignment, travel logistics, executive office operations, and workflow optimization. Known for anticipating competing priorities, protecting executive decision-making bandwidth, strengthening organizational rhythm, and driving follow-through during growth and transition.

Core Competencies

Executive Operations & Strategy | Board & Investor Support | Executive Calendar Management | Strategic Projects | Executive Meetings & Offsites | Domestic, International & Private Travel | Cross-Functional Alignment | Confidential Communications | Vendor & Contract Oversight | AI-Enabled Workflow Optimization

Career Experience

J.S. Rosenfield and Co., Larkspur, CA
Executive Assistant to Founder

2025 - Present

- Support the Founder of a private family office overseeing a diversified portfolio of nearly \$1B in real estate, retail, and investment assets.
- Manage executive priorities, complex domestic, international, and private travel, stakeholder engagement, and coordination across geographically distributed offices and properties.
- Act as primary liaison across legal counsel, property managers, investment partners, senior stakeholders, and tenants, coordinating sensitive communications and high-priority initiatives with discretion and independent judgment.
- Anticipate and resolve cross-entity conflicts involving operational, investment, and executive priorities, mitigating disruption and preserving focus within a complex private office environment.
- Oversee confidential documentation, contract tracking, transaction support, executive briefings, and financial summaries related to real estate and investment matters.
- Lead special projects that improve access to information and operational continuity, including digitizing and organizing more than 20 years of paper files, leases, business records, and historical documents into a searchable cloud-based system.

Amy's Kitchen, Petaluma, CA
Senior Executive Assistant to Founder & CEO

2021 - 2024

- Served as trusted thought partner to the Founder and CEO of a \$600M+, 2,600-employee organization, supporting board governance, executive meetings, leadership offsites, strategic initiatives, and confidential leadership matters.
- Managed a complex executive calendar supporting more than 200 annual meetings with board members, investors, senior leaders, and cross-functional teams.
- Redesigned executive inbox and communication workflows, improving response time by 40% while strengthening prioritization, follow-through, and decision readiness.
- Established calendar-governance practices across senior leadership, reducing scheduling friction and creating greater executive capacity.
- Strengthened access to board materials, investor documents, leadership communications, and critical information, improving executive preparation and operational continuity.

Ygrene, Petaluma, CA
Executive Assistant to CEO

2018 – 2020

- Partnered directly with the CEO of a multi-state green-energy financing company that facilitated more than \$2B in renewable-energy and climate-resilient property improvement projects.
- Supported executive priorities across board governance, investor engagement, enterprise initiatives, executive scheduling, confidential communications, and cross-functional coordination.
- Coordinated annual board and investor meetings rotating across major U.S. cities, preparing agendas, compiling materials, documenting minutes, and driving post-meeting follow-up.
- Managed domestic, international, and private travel logistics, including aviation, ground transportation, hotel contracts, itineraries, SAP Concur expenses, and vendor negotiations that reduced annual travel costs by over 20%.
- Oversaw office operations across California and Florida locations, leading administrative staff and facilities coordination, implementing cross-training initiatives to ensure uninterrupted operational coverage.

Additional Executive Assistant Support Experience

Genomic Health | Genentech | Narvar | Oak Hill Capital | Jackson Family Wines | Sledgehammer Games

Technical Proficiencies

Microsoft Office, Copilot & Teams | Google Workspace | ChatGPT | Claude | Notion | Airtable | Asana | Slack
Zoom | Calendly | Salesforce | SAP Concur | DocuSign | Adobe Acrobat | Canva | Lever | Dropbox | SaneBox