



# Candace Watts

PROJECT/PROGRAM MANAGER

## WHO I AM...

Project & Program Manager with holistic knowledge of administrative support and development and operational excellence. I am also experienced in coordinating with stakeholders, budget tracking, and more!

## MY SKILLS...

- Project Management
- Program Management
- Budgeting and Cost Analysis
- Resource Planning
- Staff Training
- Process Improvement
- Risk Management
- Change Management

## MY PROFICIENCIES...

- Confluence
- Trello
- Asana
- MS Office
- G-Suite
- Canva
- Concur
- Slack
- Zoom

## WORK EXPERIENCE

### Lead Executive Assistant

*Amazon | Aug 2023 - present*

- Conduct day-to-day project coordination, planning, and implementation across multiple teams.
- Mentorship and leadership of Executive Assistant team
- Chief of Staff to VP

### Administrative Program Manager

*Atlassian | Aug 2022 - Aug 2023*

- Managed complex projects from start to finish
- Rebuilt mentorship program
- Developed Executive Assistant playbook
- Managed OKR project Initiatives and deliverables

### Executive Assistant to CMO

*Datto | Mar 2022 - Aug 2022*

- Supported the Chief Marketing Officer and the entire Marketing dept.
- Coordinated cross-functionally with other organizations to help facilitate ongoing marketing projects.
- Project managed marketing led initiatives such as: Marketing (GTM) offsite planning and facilitation, Marketing team convention planning and facilitation.
- Booked and facilitation of ongoing leadership and development program for senior marketing leaders.

### Executive Assistant/Program Manager

*Salesforce | Nov 2021 - Mar 2022*

- Full stack support of SVP of Employee Experience, and two additional VP level executives.
- Managed the internal wellness task force project with the Employee Experience organization.

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## WORK EXPERIENCE (CONTD.)

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### **Executive Assistant/Operations Manager**

*Snapchat | Mar 2018 - Nov 2021*

- Heavy executive calendaring and multi-planning for other executive attendees.
- Managed a small eco-system that branched from Snap's main org focusing on Spectacles.
- Facilitated offsite events for team morale, numerous All Hands coordination as well as Q&A's, and any ad-hoc large-scale multiple attendee meetings; including AV & IT set up, space planning.
- Culture / diversity and inclusion projects

### **Executive Assistant to CEO /Chief of Staff**

*Acorns | Feb 2017 - Mar 2018*

- High level executive management, extensive travel coordination, also served as Chief of Staff managing and coordinating other C-level executives with weekly status reports, coordination of QBR's and WBR's
- Facilitated and managed weekly All Hands, Fireside Chats, and Townhalls
- Board meeting coordination and facilitation, quarterly earnings newsletter distribution.
- Trusted advisor to CEO in matters of recruiting, employee morale, and other business decisions.

## EDUCATION

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### **University of Phoenix**

*Certificate in Project Management | June 2021*

### **University of Phoenix**

*BS In Business Administration | Class of 2025*