



catherine
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brown

CONTACT

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PROFILE

A veteran leader with 15+ years of experience in executive assistance, management and fundraising.

SKILLS

- SEO and Google Analytics
- Social media strategy
- Website development (Wordpress, Wix, Squarespace, Weebly)
- Copywriting
- Copyediting
- Event planning & execution
- Schedule, inbox & staff management
- Extremely tech savvy: PC & MAC.
- Proficient in Google Apps, Slack, Asana, Skype, Zoom, Telegram, Hootsuite, Mailchimp, SendGrid, WhatsApp, Microsoft Office, Dropbox, Adobe, QuickBooks, GoToMeeting.

CERTIFICATIONS & AWARDS

- GRI-Certified Personality Analyst
- Yoga Instructor
- Rent the Runway & UBS' Project Entrepreneur Class of 2016
- Women's Startup Lab Class of 2015

EXPERIENCE

CEO & CO-FOUNDER

ENTOURAGE MANAGERS | MAY 2014 - PRESENT

- Create and manage operations and logistics workflow for 5 high-profile clients.
- Find, vet and interview assistants for busy executives.
- Coach novice assistants with resume review, interview prep and post-hire training.
- Develop tools to increase EA productivity and optimize executives' business results.

EXECUTIVE ASSISTANT

LAWRENCE WILLIAMS | NOV 2013 - PRESENT

- Provide high quality life management for Mr. Williams as SpaceX's founding VP of Strategic Partnerships, including: scheduling of appointments, household management, event planning, estate sales, and foundation operations.

PERSONAL ASSISTANT & HOUSEHOLD MANAGER

RACHEL MARTIN & LUKE HARTIG | FEB 2013 - SEP 2014

- Provided on-demand personal support to manage households, cover scheduling, assist when traveling and research personal projects as needed due to unpredictable schedules for National NPR News Host Rachel Martin & Assistant Deputy Director of the National Security Council, Luke Hartig.

VP OF OPERATIONS

MEDSCRIPT SERVICES, INC | AUG 2009 - FEB 2013

- Oversaw staff, solicited new clients, handled print marketing ventures and negotiated contracts on behalf of my family's business - a national medical transcription firm.

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EXECUTIVE ASSISTANT TO MANAGING LITIGATION PARTNER

PORTER WRIGHT MORRIS & ARTHUR | NOV 2007 - JULY 2009

- Managed litigation associates, paralegals and assistants on behalf of managing litigation partner, including: heavy calendar management, vendor contract negotiations, drafting briefs, copy editing, legal research, event planning, billing and expense reports.

CASE MANAGER

KELLOGG HUBER HANSEN | JULY 2005 - JAN 2007

- Served as the national case manager for the 5 law firms that represented the US in the largest oil and gas litigation case in history; including: scheduling, event planning, travel assistance, debriefings, staff oversight and serving as a liaison to the DOJ and federal court systems.

SPECIAL ASSISTANT TO CHAIRMAN OF APPROPRIATIONS COMMITTEE

CONGRESSMAN C.W. BILL YOUNG | JULY 2005 - JAN 2007

- Handled The Chairman's personal affairs, travel assistance, errand running and rolling calls.
- Attended and summarized hearings to debrief our Chief of Staff and Legal Counsel.
- Served as Special Assistant to the House Majority Leader, Tom DeLay.
- Served as Special Assistant to RNC Chairman to coordinate 2005 NYC National Convention.

SPECIAL ASSISTANT TO PRESIDENT

OPERATION P.A.R. | DEC 1999 - SEP 2003

- Traveled with P.A.R.'s President, and handled her personal affairs while she served as the Presidential Advisor on Drug Policy to President Bush, Sr. & Governor Jeb Bush and advocated for her national Just Say No campaign with First Lady Nancy Reagan.

EDUCATION

BACHELOR OF ARTS, MAJOR IN INTERNATIONAL AFFAIRS & CONFLICTS IN NATIONAL SECURITY

THE GEORGE WASHINGTON UNIVERSITY | 2002 - 2005

HIGH SCHOOL DIPLOMA

THE COMMUNITY SCHOOL OF NAPLES | 1989 - 2002

PRESS

THE ALMANAC (SILICON VALLEY NEWSPAPER)

WOMEN ENTREPRENEURS AIM TO TAKE ON SILICON VALLEY | NOVEMBER 24, 2015

GULFSHORE BUSINESS (NAPLES NEWSPAPER)

MAKING THE MATCH | JUNE 2016