



## JESSIE HOWLEY

Executive Operations Specialist  
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As a highly organized Executive Operations Specialist, Jessie excels in providing comprehensive support to the executive leadership team. She skillfully manages special projects, ensuring timelines and deliverables are met, while also offering administrative support for cross-functional initiatives between departments. Jessie's dedication to smooth day-to-day operations and her commitment to fostering a positive workplace culture make her an invaluable asset.

Jessie began her career as a special education teacher, which equipped her with unique skills and insights that are highly transferrable as an Executive Operations Specialist. Jessie's experience with strategic goal setting and data-driven decision-making ensures she consistently delivers high-quality support, contributing significantly to the overall success of the executive leadership team.

### FUNCTION & SPECIALIZATION

- Project management
- Strategic goal setting
- Data analysis
- Resource planning and management
- Employee engagement
- Employee skill development

### REPRESENTATIVE CLIENTS & PAST EXPERIENCES

- Henrico County Public Schools
- Howard County Public School System
- King & Queen County Public Schools

### EDUCATION, LICENSES & CERTIFICATIONS

- B.S. Communication Sciences and Disorders, James Madison University
- Master of Arts, Early Childhood Special Education, James Madison University