Camille Serrano

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My Key Qualifications

- **11 years supporting C-suite and senior executives** in investment management and financial services, spanning Blue Owl Capital, Lazard, and Moody's.
- Currently supports **2 C-level executives** at alternative asset manager Blue Owl Capital, owning calendars, board and investor meeting prep, and global travel.
- Board and investment committee prep at Blue Owl: lifted on-time briefing materials **from 78% to 98%** across 12 board and committee cycles.
- Coordinated **41 multi-leg international trips** across North America, Europe, and Asia in 18 months, with 0 missed investor meetings tied to travel issues.
- Deep **Concur** experience: standardized executive-office expense review and cut approval turnaround from 5 business days to 2.
- Expert across the full Microsoft stack and Adobe Acrobat, plus **mentored 2 junior administrative staff**, cutting formatting rework from 8 instances a month to 2.
- Cross-time-zone coordination across **New York, London, and Hong Kong**, supporting 180+ high-priority investor and client meetings a year at Lazard.

Experience

Senior Executive Assistant — **Blue Owl Capital**, alternative asset management firm

Mar 2022 – Present · 4 yrs 8 mos

- Redesigned calendar-planning routines for 2 C-level executives with standing internal, investor, and board obligations, cutting last-minute schedule reshuffles from 14 per month to 6 by introducing weekly sequencing reviews, priority tiers, and standardized handoff notes across New York and London stakeholders.
- Managed international travel end to end for executive trips across North America, Europe, and Asia: 41 multi-leg trips in 18 months with 0 missed investor meetings tied to travel breakdowns, built on detailed itineraries, backup rail and air segments, and real-time schedule monitoring.
- Led board and investment committee preparation workflows, improving on-time delivery of briefing materials from 78% to 98% across 12 board and committee cycles by setting submission deadlines, consolidating comments in Adobe Acrobat, and maintaining version control with legal and finance partners.
- Standardized executive-office expense review and budget tracking, cutting average expense approval turnaround from 5 business days to 2 with an Excel-based tracking process for submissions, approvals, and exceptions tied to Concur workflows.
- Mentored 2 junior administrative staff and introduced shared best-practice templates for deck standards, briefing-note structure, and meeting follow-up, reducing formatting rework on executive materials from 8 instances per month to 2.

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- Partner with legal, finance, investor relations, and chiefs of staff to coordinate leadership priorities across the executive office.

Executive Assistant to Managing Director — **Lazard**, global financial advisory and asset management firm

Jan 2018 – Feb 2022 · 4 yrs 1 mo

- Coordinated investor and client meeting logistics across three regions, supporting more than 180 high-priority meetings per year by maintaining a detailed prep calendar and confirming participant changes across time zones; materials were delivered before deadline in 95% of cases.
- Built a standardized process for assembling presentation books and briefing materials using reusable PowerPoint and Word templates, cutting average prep time per meeting packet from 90 minutes to 55 minutes.
- Managed travel and expense support for senior leadership, processing over 200 Concur expense submissions annually with fewer than 5 resubmissions per year, and tracked action items and follow-ups after client meetings.

Senior Administrative Assistant — **Moody's**, financial data, analytics, and ratings company

Jan 2015 – Dec 2017 · 2 yrs 11 mos

- Coordinated recurring leadership-review meetings and document preparation, using a shared checklist and deadline tracker for contributors and approvals, improving on-time materials distribution from 76% to 93% over one year.
- Managed travel planning and schedule changes for senior leaders, supporting 70+ trips annually with zero missed internal review meetings caused by booking errors.

Education

- **Fordham University** — Bachelor of Arts in Communication and Media Studies · 2010 – 2014

Skills

- **Microsoft Office & Travel Systems:** Microsoft Outlook, Microsoft PowerPoint, Microsoft Excel, Concur, Adobe Acrobat
- **Executive Support:** C-Suite Support, Board Meeting Coordination, Investor Meeting Logistics, International Travel Coordination, Executive Correspondence, Budget Tracking
- **Team Development:** Mentoring Administrative Staff