

JENNIFER LOPEZ

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PROFESSIONAL SUMMARY

Proactive Program Manager with 8+ years supporting C-suite leaders, founders, and high-demand executives across agencies, private clubs, and estate operations. Named Employee of the Year in my first year at Austin Country Club while simultaneously managing three executive offices and six departments. Trusted to handle sensitive information with discretion, anticipate needs before they arise, and keep every commitment organized and closed without being asked twice. Bilingual: Native English and Spanish.

WORK EXPERIENCE

Executive Program Manager

Executive Program Manager (Freelance)

Remote

Apr 2025 - Present

- Managed 10+ concurrent client programs simultaneously, defining scope, milestones, and deliverable frameworks for each engagement and maintaining 100% on-time delivery across all active workstreams.
- Coordinated cross-functional execution across multiple stakeholder groups and time zones, aligning internal resources and third-party partners on shared timelines and dependencies to keep programs on track.
- Served as primary point of contact across 10+ client programs, synthesizing program status, surfacing risks before they impacted delivery, and resolving cross-workstream conflicts independently.
- Managed full program lifecycle from intake to delivery using Notion to track milestones, flag at-risk items, and ensure 100% of timelines and budgets were met ahead of schedule.

Executive Assistant to CEO, CFO & AGM

Austin Country Club

Austin, TX

Feb 2024 - Mar 2025

- Named Employee of the Year in my first year (the only first-year staff member to receive the award) by sustaining a 90% same-day response rate and proactively resolving executive workflow bottlenecks before escalation.
- Maintained a live master tracker across all three executive offices, ensuring every open commitment had an owner, deadline, and verified outcome so nothing required a follow-up from leadership.
- Provided dedicated executive support to the CEO, CFO, and AGM simultaneously, managing three offices, six departments, and a 12-year membership waitlist, coordinating 17+ recurring weekly meetings and reducing planning conflicts by 30% while improving on-time attendance to 95%.
- Increased 125th-anniversary event attendance 33% by independently conceiving, designing, and installing a 60-foot historical museum display, managing 5+ vendors from concept to installation with no external project manager.
- Modernized operations across 6 departments (tennis, golf, housekeeping, events, restaurant, culinary) by initiating cross-functional systems that improved response-time performance by 25% and upgraded club policies through Bylaws & Legal coordination with board partners.

Executive Assistant, CEO Support

Deiti Podcast Agency

Hybrid - Los Angeles, CA

Jun 2021 - Dec 2023

- Secured a company sponsorship at The Great American Summit featuring Nick Vujicic and Steve Sims, earning VIP access and branded naming rights with logo placement throughout the event for the organization and key clients, and raising \$10,000 in sponsor-driven contributions.
- Managed CEO's full calendar and travel logistics across 8+ global time zones, scheduling 25+ appointments per week and reducing rescheduling frequency by 30% through proactive confirmations and contingency planning.
- Scaled podcast operations to 100+ weekly pitching initiatives and onboarded 20+ guests per cycle by building structured direct-messaging sequences that achieved 40% higher engagement rates than prior outreach methods.
- Owned end-to-end project tracking from client onboarding to final delivery, catching every gap before it reached the CEO and ensuring nothing published below standard.

UHNW Family Assistant (Temporary Contract)

Private Family

Guzman, JAL

Dec 2020 - May 2021

- Streamlined household operations by managing 120+ inventory items, placing 50+ replenishment orders, and maintaining 100% filing accuracy, while preparing briefing materials for 6+ weekly principal updates.
- Managed confidential family healthcare logistics by enforcing daily medication schedules (up to 4 doses/day), monitoring for 5+ defined complication warning signs, documenting observations across weekly check-ins, and escalating to medical services within 15-30 minutes when required.

Estate Operations & Executive Assistant

UHNW Principal

Totolimixpa, JAL
Jan 2018 - Dec 2020

- Protected \$100K–\$10M+ in recurring annual revenue by managing contractor performance across 3 operational sectors, authoring daily operational briefings, and delivering on-time weekly payroll across all teams with zero payroll delays.
- Built long-term vendor and stakeholder relationships across 12+ touchpoints by coordinating joint planning with neighboring estates and tequila producers, resulting in higher procurement reliability and improved continuity of revenue-generating operations.
- Managed daily operations across a 100-acre agave field and 400-hen facility through structured animal-care schedules, vendor oversight, and quality-control checklists, maintaining consistent organic production output.

LEADERSHIP EXPERIENCE

Wellbeing Committee Chair

Austin Country Club

Austin, TX
Feb 2024 - Mar 2025

- Launched and chaired a new employee wellbeing committee, serving as the primary liaison to plan and execute 12+ annual cross-functional events and drive engagement across internal departments.

Volunteer Event Coordinator

Love-A-Bull

Austin, TX
Jan 2024 - Feb 2025

- Coordinated end-to-end logistics and donor asset management for a major silent auction, driving \$20,000 in cash collected to support the organization's mission.

CORE COMPETENCIES

Executive Support: Multi-Executive Calendar Management, Inbox and Communications Management, International Travel Coordination, Expense Reporting and Budget Tracking, Meeting Preparation and Briefing Materials, Confidential Document Handling, New Hire Onboarding Coordination, Cross-Departmental Liaison

Operations: Project Tracking and Accountability Systems, Vendor and Contractor Management, Morale Event Planning and Coordination, Event Planning and Logistics, Budgeting and Property Management, Public Relations, Strategic Partnerships

Tools: Google Workspace, Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams), Notion, Asana, Airtable, Slack, Zoom, Calendly, Bill.com, Stripe, Typeform, LIBSYN, Headliner, Riverside, Canva, ChatGPT, Claude

Languages: Native English and Native Spanish

EDUCATION & CERTIFICATIONS

ALTUS Flight I Aviation Associate's Degree

Guadalajara, JAL | May 2019

Certifications: "Be the Ultimate Assistant" Training Program | CPR & First Aid | First Responder Training

Profile: USA Passport Holder | Predictive Index: Venturer, self-starting, self-motivating, goal-oriented risk-taker.