

## KAREN K. BANNISTER

### Executive Operations Partner | Senior Executive Assistant to C-Suite Leaders

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## PROFILE

Senior Executive Assistant with 20+ years as a right-hand partner to C-suite leaders and founders across medtech, consulting, luxury automotive, real estate, and construction. Recognized for turning complex, fast-moving environments into well-coordinated operations, managing competing priorities, sensitive communications, and stakeholder relationships with exceptional discretion and executive maturity.

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## SKILLS & TECHNOLOGY

**Core Competencies:** Executive Communications Management • Board & Investor Relations • Stakeholder Management • Strategic Planning & Initiatives Support • Workflow Optimization & Process Improvement • Executive Decision Support • Meeting Cadence Management • Confidential Executive Support • AI-Enhanced Operations

**AI & Productivity Tools:** ChatGPT • Claude • Gemini • Microsoft Copilot • Notion AI • Otter.ai • Fireflies.ai • Gamma

**Technology Platforms:** Microsoft 365 (Advanced) • Google Workspace • Salesforce • HubSpot • ClickUp • Asana • Trello • Notion • Slack • Zoom • Concur

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## EXPERIENCE

### Southwestern Consulting | Executive Assistant | Nashville, TN | 2021 – Present

*A global sales performance and leadership coaching firm with operations in US, Europe, and South America, generating \$24M in annual revenue, and member of the [Southwestern Family of Companies](#), one of America's oldest and most diversified private enterprises, established in 1855, with \$106M+ in combined revenue across holdings spanning executive recruiting, publishing, insurance, real estate, and professional training.*

- Provide senior executive support to the Founding Partner/VP of Recruiting and President of Training across a high-growth, globally operating coaching and consulting organization.
- Reclaimed 10+ hours per week for each executive by proactively assuming operational and administrative responsibilities. Reduced operational and personal medical expenditures by 20% through systematic audits and spending controls.
- Streamline executive workflows, operational systems, and communication processes to improve responsiveness, organizational alignment, leadership coordination, and operational continuity.
- Operate as a high-trust strategic extension of executive leadership, protecting executive focus and enabling leadership effectiveness within fast-moving and high-pressure environments.
- Manage complex scheduling and travel logistics to European and South American destinations, and planning across rapidly shifting priorities, multiple stakeholders, and multi-time-zone environments.
- Oversee highly confidential executive, operational, and personal matters requiring exceptional discretion, responsiveness, adaptability, polished communication, and executive judgment.
- Oversee executive's \$5.5M real estate portfolio as operational lead, managing revenue optimization, vendor contracts, booking strategy, and P&L reporting across short-term rental properties and a commercial event venue.
- Provide comprehensive personal assistance and lifestyle management including financial reporting, expense management, healthcare coordination, travel, personal branding, and household vendor oversight.

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### **Independent Consultant | Executive Operations, Communications & Presence | CA and TN | 2019 – 2021**

*Freelance practice serving executives, founders, and leadership teams while pursuing independent consulting work between in-house executive roles.*

- Provided executive operations and administrative consulting to small business owners and leadership teams, streamlining workflows, communication systems, and organizational processes.
- Served clients across real estate, medtech, financial services, and professional services sectors.
- Delivered ghostwriting, editing, and content development for executives and professionals across multiple industries, including thought leadership, correspondence, and business communications.
- Advised clients on personal branding, executive presence, and leadership visibility to strengthen stakeholder engagement and professional influence.
- Managed social media strategy and content for executive and business clients, supporting brand positioning and audience development.

### **Masimo | Executive Assistant | Irvine, CA | 2017 – 2019**

*Masimo is a publicly traded global medical technology leader specializing in noninvasive patient monitoring, with approximately \$2B in annual revenue and operations across 50+ countries.*

- Provided senior executive support to the Chief Medical Officer, President of Worldwide Sales, Medical Affairs and OEM, and VP of Business Development.
- Coordinated executive operations related to M&A due diligence, strategic planning initiatives, leadership communications, organizational priorities, and executive office coordination.
- Prepared executive presentations, briefing materials, talking points, stakeholder communications, and executive messaging support for board interactions, investor-facing engagements, and strategic leadership meetings.
- Partnered cross-functionally with HR, operations, and executive leadership on succession planning initiatives, organizational coordination, leadership operations, and strategic communication efforts.
- Managed the \$2M Customer Experience Center, leading a cross-departmental team of ten to deliver high-touch product demonstrations and VIP client experiences for global delegations and strategic partners.

### **CareFusion/BD | Manager, Administrative Support | Yorba Linda, CA | 2008 – 2017**

*CareFusion Corporation (acquired by BD — Becton, Dickinson and Company — in 2015) was a publicly traded global medical technology company with \$3.8B+ in annual revenue; following the acquisition, BD operated as a \$12B+ Fortune 500 global medical technology leader, one of the largest in the industry.*

- Provided senior executive support to the Division President, SVP of Sales, and VP of Marketing across a complex, multi-division global medtech environment spanning three distinct business units.
- Served as senior administrative leader for a 435-person, 140,000 sq ft corporate facility, overseeing day-to-day operational infrastructure, vendor relationships, and administrative functions across three divisions.
- Led, supervised, and developed a nine-member team comprising six administrative professionals and a three-member facilities team, establishing performance standards, workflow systems, and operational consistency across a large, multi-division corporate environment.

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- Served as certified Safety Manager, maintaining full OSHA compliance and overseeing workplace safety programs, protocols, and training across the facility.
  - Spearheaded a full redesign of office layout and space planning to accommodate 50 additional staff members, coordinating construction, logistics, and operational continuity throughout the transition. Completed within 90-day requirement with zero operational disruption.
  - Supported organizational continuity through CareFusion's \$1.8B acquisition by BD in 2015, maintaining executive office operations, facilities management, and administrative team stability throughout the integration period.
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### **EDUCATION & CERTIFICATIONS**

- BS, Business Administration – Southern New Hampshire University (Summa Cum Laude) – 2019
  - AI Proficiency Certification – Superhuman AI Academy – 2026
  - Continuing Professional Development | 2020 – Present
- Active participant in seminars and training programs through ASAP, IAAP, AICI, AMA, PSRA, and industry-leading executive operations and AI productivity platforms
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### **ACHIEVEMENTS & PROFESSIONAL AFFILIATIONS**

- American Society for Administrative Professionals – Member
- International Association of Administrative Professionals – Former Branch Director
- Association of Image Consultants International – Former Global VP of Business Development
- Junior League of Nashville – Former VP of Publications
- Author — *Close the Gap: 7 Transformational Steps to Move You from Today to Tomorrow* — a leadership and professional development guide demonstrating executive communications expertise and thought leadership
- Public Relations Society of America – Member
- American Marketing Association – Member
- NSLS & Phi Theta Kappa – Member