

## **KAREN K. BANNISTER**

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

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LinkedIn: <https://www.linkedin.com/in/karenkbannister/> | Website: <https://www.karenkbannister.info/>

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## **PROFILE**

Executive Operations Partner and Senior Executive Assistant with 20+ years of experience serving as a trusted strategic extension of C-suite executives, founders, and senior leadership teams within high-growth, investor-facing, board-facing, and high-visibility environments. Recognized for managing complex operational priorities, streamlining executive workflows, protecting leadership focus, and driving cross-functional coordination across rapidly evolving organizations and executive office environments.

Known for combining executive support excellence with operational intelligence, executive communications management, leadership coordination, and stakeholder engagement to improve organizational effectiveness, executive velocity, and strategic execution. Adept at navigating highly confidential, high-pressure, and fast-moving environments requiring exceptional discretion, executive presence, adaptability, and sound judgment.

Operates as a high-trust operational and communications partner to executive leadership, supporting organizational alignment, leadership operations, strategic initiatives, and executive decision-making across complex stakeholder ecosystems and accelerated business environments.

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## **EXECUTIVE OPERATIONS & LEADERSHIP CAPABILITIES**

Executive Operations • Executive Office Management • Executive Communications Management • Stakeholder Management • Board & Investor Relations • Leadership Operations • Strategic Planning Support • Strategic Initiatives Coordination • Cross-Functional Leadership Coordination • Organizational Alignment • Operational Infrastructure • Workflow Optimization • Process Improvement • Executive Decision Support • Leadership Communications • Meeting Cadence Management • Change Management Support • High-Level Client & Stakeholder Relations • Confidential Executive Support • Digital Productivity • AI-Enhanced Operations

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## **AI & PRODUCTIVITY TOOLS**

Experienced leveraging AI-enabled productivity and workflow systems to improve executive efficiency, strengthen organizational responsiveness, streamline leadership communications, accelerate research synthesis, and support operational execution across fast-moving executive environments.

ChatGPT • Claude • Gemini • Microsoft Copilot • Notion AI • Otter.ai • Fireflies.ai • Superhuman AI

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## **TECHNOLOGY PLATFORMS**

Microsoft 365 (Advanced) • Google Workspace • Salesforce • HubSpot • ClickUp • Asana • Trello • Notion • Slack • Zoom • CRM Platforms • Executive Calendar & Scheduling Systems • Travel & Expense Management Platforms

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#### **SELECT EXECUTIVE IMPACT**

- Supported executive leadership through high-growth organizational scaling, operational transformation, and evolving business priorities within complex executive office environments.
  - Coordinated executive operations, leadership communications, and strategic initiatives across board-facing, investor-facing, and high-stakes stakeholder environments.
  - Redesigned executive workflows and operational processes to improve organizational responsiveness, communication flow, executive effectiveness, and leadership coordination.
  - Supported executive readiness through development of briefing materials, stakeholder communications, board-facing presentations, and executive messaging support.
  - Entrusted with highly confidential executive, operational, financial, personnel, and reputational matters requiring exceptional professionalism, discretion, responsiveness, and executive judgment.
  - Facilitated organizational alignment and operational follow-through across executive priorities, strategic initiatives, leadership coordination, and cross-functional execution.
  - Delivered high-touch executive support and stakeholder coordination requiring adaptability, polished communication, discretion, and exceptional attention to detail within fast-paced environments.
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#### **EXECUTIVE OPERATIONS HIGHLIGHTS**

- Anticipate executive needs and proactively resolve scheduling, travel, operational, and organizational challenges within high-pressure and rapidly evolving executive office environments.
  - Manage complex executive operations, leadership coordination, and competing priorities across multiple stakeholders, organizational functions, and accelerated decision cycles.
  - Serve as a trusted liaison between executives, leadership teams, board members, investors, clients, and external stakeholders to maintain communication continuity, organizational alignment, and operational responsiveness.
  - Prepare executive briefings, presentations, talking points, leadership communications, stakeholder materials, and executive messaging support for board interactions, investor-facing engagements, and strategic leadership meetings.
  - Support executive decision-making by identifying operational risks, synthesizing complex information, strengthening communication flow, and recognizing patterns across organizational workflows and stakeholder dynamics.
  - Coordinate leadership operating cadences, executive communications, strategic initiatives, and organizational follow-through across cross-functional and leadership-facing environments.
  - Handle highly sensitive personnel, financial, operational, and reputational matters with exceptional discretion, professionalism, responsiveness, and executive maturity.
  - Provide leadership, guidance, and operational support to administrative teams while improving workflow consistency, organizational coordination, and communication effectiveness.
  - Operate effectively within high-pressure, time-sensitive, and fast-moving executive environments requiring adaptability, composure, precision, and executive readiness.
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## **EXPERIENCE**

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

Trusted operational and communications partner supporting founding and senior leadership within a fast-paced consulting organization operating across enterprise-level priorities, executive office operations, and organizational initiatives.

- Support senior leadership across executive office operations, enterprise-level priorities, strategic initiatives, leadership communications, and organizational coordination within a high-growth consulting environment.
- Manage complex executive operations, scheduling, and leadership coordination across rapidly shifting priorities, multiple stakeholders, and multi-time-zone environments.
- Coordinate executive office operations, leadership communications, travel logistics, stakeholder engagement, and cross-functional initiatives supporting organizational execution and executive effectiveness.
- Streamline executive workflows, operational systems, and communication processes to improve responsiveness, organizational alignment, leadership coordination, and operational continuity.
- Facilitate organizational follow-through across strategic initiatives, executive priorities, operational coordination, stakeholder communications, and leadership deliverables.
- Oversee highly confidential executive, operational, and personal matters requiring exceptional discretion, responsiveness, adaptability, polished communication, and executive judgment.
- Operate as a high-trust strategic extension of executive leadership, protecting executive focus and enabling leadership effectiveness within fast-moving and high-pressure environments.

### **KKBI | Executive Operations, Strategic Presence & Leadership Advisor | Remote | 2019 – Present**

Executive advisory and operations consulting practice supporting executives, founders, and leadership teams in strengthening operational alignment, executive effectiveness, leadership communications, stakeholder engagement, and organizational execution.

- Design executive operating structures, workflow systems, and operational frameworks that improve executive effectiveness, communication flow, organizational responsiveness, and strategic execution.
- Partner directly with executives and founders to support operational alignment, leadership coordination, executive communications management, stakeholder engagement, and evolving organizational priorities.
- Coordinate high-level operational priorities, strategic initiatives, leadership communications, stakeholder-facing engagements, and executive workflows requiring discretion, adaptability, responsiveness, and precision.
- Advise leaders on executive presence, communication strategy, stakeholder engagement, leadership visibility, and executive readiness to strengthen organizational influence and leadership effectiveness.
- Translate executive vision into structured operational plans, communication frameworks, implementation strategies, and actionable execution priorities that support organizational alignment and operational continuity.
- Support leaders navigating organizational growth, operational complexity, accelerated decision cycles, and evolving business environments through proactive coordination and executive-level strategic support.
- Apply AI-enabled productivity and workflow systems to improve executive efficiency, leadership communications, research synthesis, organizational responsiveness, and operational execution.

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#### **Masimo Corporation | Executive Business Partner | CA | 2017 – 2019**

Supported executive leadership within a publicly traded global medical technology company operating in a high-growth, board-facing, investor-facing, and high-visibility environment requiring executive readiness, operational coordination, leadership communications, and strategic execution support.

- Supported multiple C-level executives within a publicly traded global medical technology company operating across complex organizational priorities, accelerated business initiatives, and executive office operations.
- 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.
- Supported board-facing and executive-level initiatives requiring executive readiness, cross-functional coordination, operational follow-through, discretion, and executive maturity.
- Managed high-touch executive engagement and stakeholder-facing experiences for international delegations, clients, investors, and strategic partners within a highly visible corporate environment.
- Partnered cross-functionally with HR, operations, and executive leadership on succession planning initiatives, organizational coordination, leadership operations, and strategic communication efforts.
- Directed complex event logistics, vendor management, and executive-level corporate experiences requiring polished communication, operational precision, and high-touch coordination.

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#### **EDUCATION & CERTIFICATIONS**

- BS, Business Administration – Southern New Hampshire University (Summa Cum Laude)
- AI Proficiency Certification – Superhuman AI Academy
- Certified Life Coach – Certified Life Coach Institute
- Certified Image Consultant – Association of Image Consultants International

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#### **ACHIEVEMENTS & PROFESSIONAL AFFILIATIONS**

- American Society for Administrative Professionals – Member
- International Association of Administrative Professionals – Former Branch Director
- Public Relations Society of America – Member
- American Marketing Association – Member
- Author – *Close the Gap: 7 Transformational Steps to Move You from Today to Tomorrow*
- Association of Image Consultants International – Former Global VP of Business Development
- NSLS & Phi Theta Kappa – Member