Sarah Canalija

New York, NY scanalija@gmail.com

SUMMARY

Executive assistant and workplace operations professional with 6+ years of experience supporting senior leaders across tech, consulting, finance, and healthcare. Experienced in executive support, workplace operations, employee experience, and cross-functional coordination in fast-paced environments. Your go-to person for getting things done.

EXPERIENCE

Executive Operations Lead

Junior — February 2026 - November 2026, New York, NY

- Led day-to-day operations of a 40-person NYC office for a fast-growing AI startup, overseeing facilities, vendors, workplace technology, and employee experience as the company expanded from approximately 17 to 70 employees across NYC and London.
- Provided executive support to the CTO, managing complex calendars, travel arrangements, and meeting logistics.
- Planned and coordinated company events, catered meals, and international offsites to support employee engagement and workplace culture.
- Oversaw vendor and building relationships, office purchasing, inventory, facilities, and workplace technology.
- Coordinated recruiting logistics and employee onboarding and offboarding, including equipment procurement, office access, and new-hire resources.

Administrative Assistant

AllianceBernstein — June 2025 - February 2026, New York, NY

- Provided administrative support to multiple Wealth Advisors, coordinating complex calendars, client meetings, presentations, and reporting.
- Served as a primary point of contact for client inquiries, collaborating with internal teams to ensure responsive service and seamless daily operations.
- Managed travel arrangements, expense reporting, event logistics, and Salesforce records while tracking workflows and priorities in Notion and Asana.

Administrative Assistant (Contract)

Houlihan Lokey — February 2024 - July 2024, New York, NY

- Supported multiple senior executives with complex calendar management, domestic and international travel, and meeting coordination.
- Streamlined administrative workflows and maintained accurate documentation for internal reporting and audit processes.

Administrative Assistant

Boston Consulting Group (BCG Digital Ventures / BCG X) — March 2022 - September 2023, New York, NY

- Provided administrative support to up to six senior executives, managing complex calendars, international travel, and meeting logistics across venture teams.
- Planned and coordinated internal and client-facing events, managing logistics and collaborating with cross-functional stakeholders.
- Managed confidential administrative processes, including timesheet approvals, expense reporting, and executive documentation.

Administrative Assistant

DocGo — March 2021 - February 2022, New York, NY

- Coordinated event operations and supervised on-site teams for high-profile events, including the NBA Playoffs.
- Served as a primary guest liaison, resolving real-time inquiries and supporting smooth operations during high-volume events.

Competitive Trivia Player & Community Moderator

Freelance — August 2017 - October 2020, Remote

- Competed on elite trivia teams with over $900K in collective winnings; moderated online communities and coordinated team schedules, research, and strategy.

Marketing & Operations Assistant

Zack Academy — April 2014 - April 2016, New York, NY

- Supported the CEO and internal teams with office operations, vendor coordination, administrative workflows, and marketing initiatives.

EDUCATION

Undergraduate Coursework in Media & Communications

CUNY - Hunter College · New York, NY

SKILLS

Technical Tools: Microsoft 365, Google Workspace, ChatGPT, Claude, Ramp, Salesforce, Notion, Asana, Concur, Slack, Trello.
Core Competencies: Executive Support, Workplace Operations, Office Management, Calendar & Travel Management, Vendor Management, Employee Onboarding, Event Planning, AI-Assisted Workflows, Workflow Automation, Process Improvement
About Me: Passionate music historian, live-concert regular, baseball enthusiast, avid runner, and trivia nerd.