



Brent Larson

Operations | Administration
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PROFESSIONAL EXPERIENCE

Fractional Administration | Operations
@ San Francisco Companies

JAN 2015 – Present

Fractional workplace experience administrator for organizations and their executives to further grow their business ventures. Clients that include:



Client Contributions:

- C-level executive support – Global travel, calendaring, meeting/conference coordination, board liaison, personal assistant.
- Facilities management and procurement from the ground up via securing commercial brokers and vendors to contract and lease negotiation, move coordination, floor plan layout while procuring cost effective infrastructure, workstations and office equipment.
- Event planning and roll out to establish brand awareness for business to business exposure, as well as creating corporate culture for staff retention.
- Bookkeeping – Monthly reconciliation, AP/AR, Payroll, Invoicing.

Executive Assistant | OM
@ bigcommerce

JAN 2014 – JAN 2015

Launched Satellite office in San Francisco. Establishing and building communication channels with key departments within Bigcommerce, IT, purchasing, legal, finance. Identifying, nurturing and growing SF culture. Identifying and creating framework for the EA role as well as supporting the CPO, VP-Product, VP-Engineering, VP-Program via complex, confidential correspondence, calendaring and travel/expense reporting.

Key Contributions:

- Coordinated and opened Bigcommerce office in San Francisco.
- Helped rollout recruiting campaign to establish Bigcommerce in San Francisco:
<http://mashable.com/2014/04/04/startup-eggs-recruiting>
- Mapped, streamlined and documented process operationally as well as establishing communications cross-departmentally between SF and headquarters.

Executive Assistant | OM
@ rosetta stone

JUN 2013 – JAN 2014

Established and built communication channels with key departments within Rosetta Stone: IT, purchasing, legal, finance. Identified, nurtured and grew SF culture.

Identified and created framework for the EA role and supported the CPO, VP-Product, VP- Language Learning, VP- Engineering via complex, confidential correspondence, calendaring, travel and expense reporting.

Key Contributions:

- Coordinated and opened Rosetta Stone offices in San Francisco.
- Built Rosetta Stone foundation within tech talk community in SF:
<http://brentlarson.me/rstechtalk713.htm>
- Mapped, streamlined and documented process operationally as well as establishing communications cross-departmentally between SF and headquarters.

Executive Assistant | OM @men's warehouse

JUL 2010 – JUN 2013

Manage the office accounting, personnel and technology for the Men's Warehouse marketing department. Process accounts payable, manage two budgets and control office expenses. Manage personnel matters including hiring, orientations, benefits administrations and legal compliance. Maintain business communications systems, IT, office supplies and general upkeep. Collaborate with vendors and building management to arrange services and maintain office environment. Supporting the EVP of E-Business, Marketing, Technology, the SVP of Marketing and CTO via complex, confidential correspondence, calendaring, project and contract management, travel and expense reporting.

Key Contributions:

- Facilitated department expansion from 36 team members to 120+.
- Coordinated office build out, plan and move.
- Implemented weekly team-building events.

Executive Assistant | OM @cathedral hill associates

SEP 2005 – MAY 2010

Managed executive offices supporting Chief Executive Officer, Vice President of Operations and General Manager via calendar management both personal and professional, travel both international and domestic, as well as conducting extensive CEO research projects for potential side business ventures. Main point of contact for 3 General Managers at hotel properties across the country. Administered the self-funded health insurance plan for 450 employees, which entailed monitoring open insurance claims to monthly reconciliation of the plan as a whole. Managed corporate bookkeeping for 8 business accounts, A/P, A/R and monthly reconciliations in QuickBooks Pro.

Key Contributions:

- Reduced turnover by implementing new employee retention system boosting productivity by 64%
- Managed 2 Million dollar renovation of the Dallas property saving the company \$500,000.
- Researched and managed integration of 4 hotel properties to OPDC system for centralized financial monitoring of ROI, saving the company thousands annually.

Education

Minneapolis College of Art and Design, Minneapolis, MN