Ileianna (Lilly) Ortiz

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Technical Skills

- C-level calendar management,Project Management, Google Suite, Microsoft Outlook, Expense Management, Documentation Management

Experience

Bill.com - *Executive Assistant to the COO*

June 2023- Present

- Ownership and meticulous management of the executive calendar, prioritizing meetings to align with the company's strategic goals and ensuring optimal use of the COOs' time.
- Acting as the primary point of contact for the COO, facilitating clear and concise communication to the organization of over 600 people spread over 5 departments.
- Coordinating and executing team meeting offsites at destination locations for leadership team of 7 and extended leadership team of 45, fostering team cohesion and company goal alignment.
- Handling sensitive and confidential information with the highest level of discretion and confidentiality in all project- related tasks and interactions.

Bill.com - *Recruiting Coordinator*

April 2021- June 2023

- Cross trained experience supporting Engineering,Finance and Risk and Marketing departments
- Own recruiting scheduling, including hiring manager phone screens, panel interviews and presentations.
- Primary role involves extensive scheduling in multiple time zones throughout the US as well as India and Australia
- Providing timely follow-up correspondence to candidates on recruiting status via the ATS, email or phone as required by company SLA
- Create official newsletter for Engineering Referral program as well as data management to track referred candidates and their stages

Stanford University - *Event Coordinator*

April 2018- April 2021

- Coordinated and executed over 800 complex events across the Stanford Campus generating $480,500
- Created between 15-20 detailed diagrams a week on Social Tables to visually render clients event needs
- Independently executed customer changes and requests for events
- Consulted with Event and Audio Visual Supervisors to manage event logistics and maintain efficiency
- Collaborated with Event Managers to configure innovative plans for "Big 5 Events" including: Family Weekend, Admit Weekend, Commencement, New Student Orientation and Reunion Homecoming

Education

San Jose State University

Management Informations Systems
Graduation Date: May 2026

San Jose City College

Graduated May 2023