

Garrett Holmes

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(512) 938-9377 · Denver, CO

Nine years as an executive assistant to senior leaders, and the person who builds the fix. I run the calendars, budgets, vendors, and reporting, then replace the manual processes underneath them with systems that keep running without me. Ready for executive assistant, chief of staff, operations, process improvement, or business systems work.

WORK EXPERIENCE

National Jewish Health AUG 2023-PRESENT

Executive assistant to the Chief Nursing Officer · Denver, CO

- Support the Chief Nursing Officer and four executives across a nursing organization of 400+: calendars, expense reports, invoicing, purchasing, financial reporting, data analysis, technical support, and special projects.
- Replaced paper schedules across seven staffing areas with cloud-based, formula-driven workbooks, saving each manager several hours of administrative work per week and giving staff real flexibility in how shifts get filled.
- Designed and built a prototype mobile float-pool scheduling app (Google Apps Script + Sheets): no-login staff links, scheduler day and grid views, automatic flagging when availability changes after a shift is booked, live calendar feeds, and a regression suite that runs before every deploy.
- Built data-analysis automations that reconcile patient logs against billing records, surface financial trends, apportion invoices across 25+ departments, and pinpoint financially underperforming areas.
- Moved license tracking for 200+ registered nurses onto NurSys automated verification, cutting the manual work of Joint Commission Primary Nurse Verification compliance.
- Made the case for a digital paper-cutting device that returned over \$3,000 on its first project.

Montbleau Enterprises, LLC APR 2020-JUL 2023

Executive assistant · Julian, CA (Remote)

- Key liaison among stakeholders, staff, contractors, and guests; ran scheduling, travel, meeting logistics, financial tracking, and day-to-day operations.
- Moved company Excel files to the cloud, ending version conflicts and enabling simultaneous editing across a distributed team.
- Replaced a haphazard password policy with a managed password-manager database, ending a standing cycle of resets, lockouts, and lost momentum.

Cold Beds JAN 2017-JAN 2020

Executive assistant · Burlingame, CA

- Designed and implemented the company's foundational business processes: 40 centralized spreadsheets standardizing expense reporting, auditing, tax preparation, and inventory tracking.
- Managed operations and projects while triaging incoming requests from prospects, clients, vendors, and staff.

Hack Reactor (Galvanize) OCT 2016–JAN 2017

Lead instructor · Los Angeles, CA (Remote)

- Taught an online JavaScript program with 20+ hours of live lecture and live coding weekly.
- Mentored 150+ students through JavaScript fundamentals, data structures, and algorithms.

SELECTED SYSTEMS BUILT

Written up in full at [garrettholmes.com](https://garrettholmes.com/#work) (<https://garrettholmes.com/#work>).

SignUpCity SIGNUPCITY.APP

Free, ad-free sign-up sheets and scheduling polls. Participants never need an account.

303.show 303.SHOW

Fourteen sources merged into 4,600+ concert listings, rebuilt every morning, unattended.

StoneQR STONEQR.APP

Open-source QR generator that runs entirely in the browser and decode-checks every code before download.

Monsoon.fyi MONSOON.FYI

111 cities scored across twelve months, over 888 sourced and dated cost figures.

EDUCATION

University of Texas at Austin B.A., Philosophy DEC 2009

Hack Reactor (Galvanize) Software Development Immersive AUG 2016

SKILLS

OPERATIONS	Executive support, scheduling, budgets and invoicing, vendor management, process mapping, documentation and handover.
DATA & ANALYSIS	Excel and Google Sheets to a formula-driven standard, data reconciliation, trend analysis, reporting and presentation materials.
BUILDING	JavaScript, Google Apps Script, HTML/CSS, SvelteKit, Node, Git, Cloudflare Pages.
TOOLS	Microsoft 365 (Outlook, SharePoint, OneNote, Visio, Word, PowerPoint), Google Workspace, AI-assisted research and drafting. 75 WPM.