CASE STUDY

EXECUTIVE ASSISTANT

MARCUS J: DIRECTOR OF A HEALTH ORGANIZATION

Client Testimonial: *"My executive assistant from Apex doesn't just handle tasks—she anticipates my needs. I have my evenings back, and our organization is executing at a higher level. This was the best investment I've made in my leadership."*

CLIENT COMPANY OVERVIEW

- Nonprofit with $8M annual budget
- Challenge: Overwhelmed leader managing 40+ staff with no executive assistant

THE SOLUTION

Apex Virtual Solutions provided a dedicated Executive Assistant (30 hours/week) who:

- Took full ownership of calendar management and email triage
- Created board meeting materials and presentation decks
- Managed vendor relationships and expense tracking
- Coordinated cross-departmental projects and follow-ups
- Implemented communication systems for leadership team
- Researched and compiled grant opportunities

THE CHALLENGE

Marcus was drowning in administrative tasks—managing his calendar, preparing board presentations, coordinating with 12 department heads, responding to 150+ daily emails, and grant reporting. He was working 65-hour weeks and missing his daughter's soccer games. Strategic initiatives were delayed by 6-9 months.

RESULTS (6 MONTHS)

- Marcus's work week reduced from 65 to 45 hours
- Email response time improved from 48 hours to 4 hours
- Board meeting preparation time cut by 60%
- Successfully launched 2 strategic initiatives that had been stalled for months
- Identified and secured $340K in new grant funding
- **Cost savings: $89K compared to hiring a full-time in-house EA with benefits**