

RICHARD GRAHAM

SENIOR EXECUTIVE ASSISTANT | EXECUTIVE OPERATIONS | EXECUTIVE BUSINESS PARTNER

Boston, MA | richard@dalton-graham.com | linkedin.com/in/richard-graham-624a20423

EXECUTIVE PROFILE

Senior executive assistant and executive operations professional with more than a decade of direct support to C-level and senior executives across biotechnology, higher education, government, and private development. Manages inbox and calendar, drafts and edits executive correspondence, coordinates travel and expense reconciliation, prepares meetings and briefing materials, and serves as a liaison across teams and levels. Organizes complex information, holds deadlines in fast-moving environments, and handles confidential matters with discretion and sound judgment.

CORE EXPERTISE

Inbox & Calendar Management | Executive Correspondence & Drafting | Travel Coordination | Expense Reports & Reconciliation | Meeting Preparation, Agendas & Materials | Onsite & Offsite Events | Cross-Team Liaison | Ad Hoc Project Support | Invoices, Financial Documents & Month-End Support | Advanced Microsoft Office | Confidentiality & Discretion

PROFESSIONAL EXPERIENCE

INDEPENDENT EXECUTIVE OPERATIONS CONSULTING

Oct 2018-Present

Executive Operations Consultant to Principal (Independent Contractor) | Massachusetts

- Current client: Blackwater Development LLC. Serve as the principal's executive and operations partner, managing inbox, calendar, confidential communications, travel, and daily priorities across a portfolio spanning multimillion-dollar residential development, property operations, and financial administration.
- Prepare agendas, briefing materials, meeting documents, minutes, and action-item tracking; keep concurrent initiatives moving by holding deadlines and closing open items.
- Serve as liaison across attorneys, brokers, property owners, contractors, vendors, tenants, and clients, triaging inquiries and ensuring the principal receives decision-ready information.
- Administer contracts, leases, invoices, and expenses; maintain QuickBooks records and organized financial, legal, and transaction documentation supporting month-end and reporting needs.
- Conduct due diligence across deeds, chains of title, covenants, affidavits, and historical records to clarify ownership, identify constraints, and surface matters for attorney, title, or other professional review.
- Support acquisition and negotiation strategy by reconstructing property histories, organizing document backlogs, and preparing research findings for executive decisions.

RICHARD D. GRAHAM, LLC

May 2014-Aug 2018

Sole Member - Real Estate, Solar Energy & Business Operations | Florida

- Directed a sole-member business spanning residential real estate, solar-system sales, educational consulting, and general business administration.
- Managed client and vendor communications, agreements, scheduling, sales follow-through, QuickBooks bookkeeping, expenses, records, and compliance-related documentation.
- Supported residential sales and leasing activity under brokerage supervision, coordinating documentation, deadlines, clients, lenders, title professionals, and closing participants.

MACY'S

Seasonal appointments, 2010-2014

Sales Ambassador, promoted to Administrative Support Team (AST) Associate | Natick, MA and Orlando, FL

- Supported store HR and management-office operations in Taleo: candidate and new-hire records, offer and onboarding documentation, interview scheduling, and hiring reports.
- Coordinated onboarding, orientation, and training scheduling; maintained employee records and served as store HR liaison.

SELECTED EXECUTIVE OPERATIONS EXPERIENCE

GENZYME CORPORATION THROUGH RANDSTAD

Oct 2010-Feb 2011

Senior Administrative Assistant (Contract through Randstad) | Cambridge, MA

- Supported the President of Molecular Oncology/Multiple Sclerosis and Vice President of Business Development during the proposed Sanofi acquisition, coordinating executive priorities in a changing environment.
- Prepared executive reports and operational data; supported annual goals, budgets, vendor evaluation, recruiting, personnel assessments, and clinical-affiliation outreach involving Harvard, UMass, and Boston College.

MERCK RESEARCH LABORATORIES THROUGH KELLY SERVICES

Jan 2006-Jan 2007

Executive Assistant (Contract through Kelly Services) | Boston, MA

- Supported the Senior Director of Molecular Oncology while helping establish a new research facility and laboratory; coordinated scientists, leadership, facilities, IT, AV, security, vendors, and visitors.

- Managed complex calendars, multi-leg and international travel, expenses, site budgets, procurement, and supplies; prepared reports, presentations, correspondence, agendas, minutes, and action items.
- Coordinated recruiting, training, team building, meetings, events, and special projects in support of facility launch and ongoing scientific operations.

COLUMBIA UNIVERSITY - COLUMBIA 250

Sep 2003-Sep 2004

Director of Corporate Sponsorship (Functional Title), Office of Alumni & Development | New York, NY

- Established a corporate-development program for Columbia University's 250th anniversary, creating fundraising plans, multi-tier sponsorship strategies, and an active pipeline of more than 100 corporate prospects.
- Cultivated and stewarded sponsors and donors; prepared prospect intelligence for board and staff use and coordinated relationships through meetings, calls, events, symposia, and performances.

NEW YORK STATE SENATE - OFFICE OF SENATOR LIZ KRUEGER

May 2002-Mar 2003

Director of Public Affairs & Communications | New York, NY

- Helped establish operations for a newly elected senator's office while directing media, public communications, stakeholder relationships, and district representation.
- Conducted confidential issue research, monitored legislation and policy, and developed public-service initiatives, communications, executive briefings, and draft legislation.

HILLARY RODHAM CLINTON CAMPAIGN, U.S. SENATE OFFICE & HILLPAC

1999-2002

Advanced through five roles: Deputy Finance Director; Constituent Liaison; Finance Associate; Special Projects Manager; Front Desk Coordinator | New York and Washington, D.C.

- Joined as a campaign volunteer and advanced through five roles in under three years; screened visitors for the campaign manager and press inquiries for the communications director, then helped establish constituent-service processes, correspondence workflows, and databases for the new Senate office.
- Managed donor relationships and coordinated high-profile fundraising events and leadership visits involving political and business leaders, performers, volunteers, the First Lady's Office, the White House, and the U.S. Secret Service.
- Served as the senator's liaison across education, performing arts, children and families, LGBTQ+ matters, labor, science and technology, and Holocaust-survivor issues.

EDUCATION & CREDENTIALS

FLORIDA ATLANTIC UNIVERSITY

Bachelor of Arts in Psychology; Minor in Political Science; cum laude - Post-baccalaureate study in psychobiology.

CUNY GRADUATE CENTER

Graduate Study in Biopsychology / Behavioral Neuroscience & Environmental Psychology - Completed graduate coursework and thesis research.

ADDITIONAL STUDY & CREDENTIAL

Computer science coursework including C++ programming, University of Central Florida - Florida Real Estate Sales Associate License SL3288477, Current/Active.

TECHNOLOGY

Advanced Microsoft Office: Outlook, Word, Excel, PowerPoint, Teams, SharePoint, OneDrive. Concur; Ariba; PeopleSoft; Kronos; Paychex; QuickBooks; DocuSign; Adobe Acrobat; Zoom; Google Workspace; Taleo.