



Hello, I'm Komal Trivedi, owner of **EZ Exec** - your source for all administrative support functions at the highest level of service. I bring over twenty years' experience working in public media alongside leading innovators, creators and industry professionals. Please call on me first when you are in need of top-tier administrative and operational support services from a trusted and reputable individual, who also has a deep familiarity and knowledge of public media.

**EZ Exec** offers two specialized suites of services:

- Executive Assistant/Admin/Ops Support
- Consulting with leadership teams on exploring and solving their most pressing administrative and operational needs in executive and C-suite environments.

I work for myself and offer a fixed hourly "all in" rate (including non-profit rates) I invite you to review my skills, expertise and experience, and I would truly welcome hearing from you. If you'd like to set up a brief complimentary consultation to determine if and when you may envision needing my services (whether they are project based or interim needs), I'd be delighted to do so.

Thank you for your support and keeping me top of mind. I look forward to hearing from you.

Komal V. Trivedi  
Owner, EZ Exec, LLC

**Operational and administrative excellence.**

**Strategic business partner.**

**Serving creative business leaders in public media and beyond .**

- Providing the highest quality executive support solutions through effective consultation, implementation and task management.
  - Knowing and understanding the unique business needs of clients to successfully navigate within the industry and networks of public media.
  - Providing a trusted partnership to clients with confidentiality, confidence, and diplomacy.
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## EXECUTIVE SUPPORT SERVICES

**A high performing executive office operation, filling a need for you:**

- Professional high-level executive support.
  - A deep knowledge and familiarity of public media, its people and operations.
  - Cultural and professional agility.
  - Can partner with your current administration office for interim or long-term projects including event, project and meeting management.
  - Available for temporary or interim coverage needs during staff absences.
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## CUSTOMIZED CONSULTING SERVICES

**Customized consulting, strategic solutions, systems for success:**

- 20+ years of dedicated C-suite experience working closely with Presidents, CEO's and C-Level teams during times of transformation.
- Working with you and your team to solve your most pressing administrative and operational problems.
- Training your team and implementation of best practices and systems.
- A multi-generational and culturally agile approach to adapt to today's evolving landscapes and workplace.

## HIGHLIGHTS & CONTACT

- EQ & Cultural & Agility
- C-Level Transitions
- Strategic Planning & Organizational Change
- Meeting & Event Management
- Project Coordination
- Research
- Creative/Marketing/Branding
- Radio Production & Broadcasting
  
- Contact me:  
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# Komal V. Trivedi

## BACKGROUND AND EXPERIENCE

### **EZ Exec LLC, Boston**

September 2023 - present

**Owner: Working with the most successful leaders, innovators and entrepreneurs in public media.**

- Clients include Major Market Group Stations, leading public radio distributors and public media journalists.

### **GBH Public Media, Boston**

2004 - 2023

**Senior Executive Assistant to the President and CEO: Delivering a highly functioning CEO office.**

- Proactively managed the President & CEO's office, implementing best practices and successful systems for enhanced collaboration and productivity within the C-suite team.
- Spearheaded workflow communication as the primary authority on all internal and external inquiries into the CEO's office.
- Successfully managed numerous projects as part of the CEO's office operations and leadership vision.
- Cultivated and maintained a distinguished level of client & constituent relations marked by authenticity, reliability and consummate professionalism.
- Delivered punctual and comprehensive executive briefings.

### **Edinburgh International Television Festival, London, UK & Edinburgh, Scotland**

2000 - 2003

**Sponsorship and Marketing Coordinator: Event management, logistics, branding, office operations.**

- Orchestrated end-to-end management of Festival marketing materials.
- Managed onsite event profiles for 40+ clients.
- Managed an onsite team of 30 interns.
- Oversaw the set-up of yearly Festival HQ in Edinburgh.
- Secured resources to cover operational costs for both London and Edinburgh offices.

## EDUCATION AND CERTIFICATIONS

### **MASTER OF ARTS**

Goldsmiths College, University of London (Major in Media & Communication Studies)

### **BACHELOR OF SCIENCE**

Brunel, University of London (Major in Communication & Information Studies)

**LICENSED REALTOR** National Association of Realtors

**MEMBER IN GOOD STADNING** IAAP

*International Assoc. of Administrative Professionals*