



Jairo R. Leiva

Executive Assistant | Senior Administrative Support Professional
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Executive Profile

Executive Assistant and administrative services professional with extensive leadership experience in county and nonprofit environments. Trusted partner to senior executives, known for discretion, sound judgment, and the ability to manage complex administrative, fiscal, and compliance-driven operations. Demonstrated success supporting executive offices, managing confidential records, coordinating across departments, and ensuring regulatory and policy compliance.

Core Competencies

Executive Office Support • Senior Leadership Coordination • Calendar & Priority Management • Confidential Records Management • Public Sector Administration • Administrative Services • Fiscal Support (AP/AR, Reconciliations, Refunds) • Contract Review & Compliance • Program Operations Support • Labor Relations & Union Coordination • Policy Interpretation • Process Improvement • Staff Supervision & Training

Professional Experience

Chief of Staff / Executive Assistant – Catholic Charities of the East Bay

Provided high-level executive support to senior leadership, serving as a trusted administrative and operational partner in a complex, mission-driven organization.

- Managed executive calendars, priorities, correspondence, and confidential communications
- Acted as liaison between executive leadership, managers, staff, and external stakeholders
- Supervised front-office staff; provided training, workflow oversight, and performance support

- Led administrative coordination during a data breach incident, ensuring regulatory compliance and timely client notifications
- Developed and implemented administrative processes to support executive efficiency and organizational accountability
- Served as DOJ-certified administrator for employee background checks, maintaining strict confidentiality and compliance

Administrative Services Technician – County of Marin (Public Assistance & Children and Family Services)

Provided administrative services support within Public Assistance and Children & Family Services programs in a highly regulated county environment.

- Performed accounting-related administrative duties including reconciliations, accounts payable/receivable, refunds, and financial tracking
- Reviewed contracts, fiscal documents, and program records for compliance with county policies and regulations
- Supported program operations through coordination with executives, managers, fiscal teams, and external partners
- Maintained confidentiality of sensitive client, personnel, and financial records in accordance with county and state requirements
- Supported audit readiness and documentation requests

President & Vice President – Marin Association of Public Employees (MAPE)

Elected leadership roles representing county employees in labor relations and organizational governance.

- Participated in collective bargaining negotiations and labor-management discussions
- Interpreted personnel policies and employment regulations
- Collaborated with executive leadership and Human Resources on workforce issues
- Developed leadership, negotiation, and governance skills applicable to executive office environments

Certifications

Notary Public & Loan Signing Agent – State of California
DOJ-Certified Background Check Administrator