



# Kari Miller

## Executive Assistant

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Kari Miller is the Executive Assistant to Growth Operators. A lifelong learner with 7+ years supporting senior leadership across Fortune 100 companies, mid-sized firms, and volunteer organizations. Her background spans business operations, event planning, marketing, and administrative management, with early-career roles in software engineering and product management providing additional strength. Kari excels in complex scheduling, strategic planning, cross-functional collaboration, and confidential communication, driving productivity through proactive and creative problem-solving.

## EDUCATION

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MBA

Bentley University

BS in Computer Science

University of Vermont

## EXPERIENCE

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Executive Assistant

Line Modern

Alumnae Chapter President and  
Board Member, Vice President and  
Board Member, Secretary and  
Board Member, Treasurer and  
Board Member

Delta Delta Delta Sorority

Owner, Proprietor, Designer

Mayfield Lane

Business Manager and Marketing  
Coordinator

Sanford, Pierson, Thone & Streat, PLC

## STRENGTHS

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Cross-Functional Collaboration

Communication

Dependability

Methodical & Thoroughness

Efficient & Organized

## AREAS OF EXPERTISE

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### Calendar Management

Expertly coordinates complex schedules, optimizing productivity and ensuring seamless executive operations.

### Event Planning

Skillfully organizes and executes events, meetings, and conferences that reflect professional excellence.

### Executive Assistance

Provides proactive, confidential, and strategic support to senior leadership, enabling effective decision-making and organizational success.



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