

Gila Bublick

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SUMMARY

Strategic **Executive Assistant & Operations Leader** with 8+ years supporting C-suite executives across high-growth startups, global financial institutions, and international organizations. Trusted by founders and VPs to run the room—managing competing priorities, sensitive communications, and complex logistics with zero margin for error. Uniquely combines EA excellence with operational buildout experience: has hired teams, managed over \$7.1M budgets, launched brands, and executed 100+ VIP events. Known for anticipating needs before they arise, bringing calm to chaos, and making executives significantly more effective.

PROFESSIONAL EXPERIENCE

Executive Assistant to the Co-Founder & CEO

Jazz | 2025 – Present

- Act as a strategic partner to the Co-Founder & CEO—owning the calendar, filtering priorities, and protecting executive time so leadership focus stays on what matters most.
- Manage all CEO communications end-to-end, including investor updates, board correspondence, and high-stakes partner outreach, often drafting and sending independently.
- Plan and execute executive travel, leadership off-sites, and critical external meetings—handling every detail from logistics to pre-meeting briefing documents.
- Serve as the connective tissue between the CEO and all departments, ensuring decisions are communicated, action items are tracked, and nothing falls through the cracks.

Operations Manager — First Hire

LimitlessCNC | 2024 – 2025

- Oversaw a **\$7.1M** budget in collaboration with the CFO, ensuring cost control, financial planning, and budget compliance across all departments.
- Built the company's operational infrastructure from zero, designing and implementing all policies, documentation, and workflows to support rapid scale.
- Founded and led the HR function from scratch, including talent acquisition, onboarding programs, and employee experience initiatives.
- Directed the company's exit from stealth mode, managing PR, brand launch, and corporate communications; represented the brand at major industry conferences and ran all trade shows end-to-end.

Executive Assistant to VP of J.P. Morgan Payments

J.P. Morgan | 2023 – 2024

- Managed complex, high-volume calendars for senior leaders in a fast-paced global environment; coordinated travel, events, and last-minute logistics seamlessly.
- Enforced internal controls, maintained executive data, and handled all expense reporting for the VP and team in close coordination with finance.
- Provided broad team support across timekeeping, training tracking, and ad hoc projects—consistently trusted with sensitive information and independent judgment.

Executive Assistant to CEO & HRBP

BrainQ Technologies | 2021 – 2022

- Acted as the primary point of contact for all C-suite and VPs—managing executive decks, leading investor communications, and driving cross-functional project management.
- Partnered with the HRBP on full-cycle recruitment, including CV reviews and screening calls; planned and executed company-wide events and employee welfare programs.

Executive Assistant to the Director of International Affairs

City of David Foundation | 2017 – 2021

- Served as the right hand of the Director of International Affairs, liaising directly with senior US government officials, military delegates, and international political figures.
- Managed Salesforce CRM for **350+** high-value contacts and coordinated purchasing and vendor relations across **200+** suppliers using Priority ERP.
- Produced **100+** VIP diplomatic events from concept to execution—owning budget, design, catering, logistics, and security coordination for each.
- Drove **\$50K+** in annual savings by auditing supplier contracts and renegotiating terms across the full vendor base.

SKILLS

Languages: English (Mother Tongue) | Hebrew (Fluent)

Technology: Microsoft Office Suite | Google Workspace | Salesforce | HubSpot | Priority ERP | AI Tools (Claude, ChatGPT, Gemini)

Expertise: Executive Support | Operations & Process Design | Event Management | Budget Oversight | HR & Recruitment | Investor & Board Communications