



EXECUTIVE ASSISTANT / PERSONAL ASSISTANT

Joe Gray

Your details, handled. Your confidences, kept.

3+ years as an executive and personal assistant, most recently to a tech founder: the calendar, flights and charters, about 20 trips in a year, about 25 vendors and contractors, and confidential family and financial matters under an NDA. I also run my own day-to-day operations on AI agents I designed, so I bring that leverage with me.

joegray@fastmail.com | [linkedin.com/in/joe-y-gray](https://www.linkedin.com/in/joe-y-gray) | SF Bay Area, open to remote | Full-time, part-time or contract | Available to start now

WHAT I TAKE OFF YOUR PLATE

- **Calendar, inbox and calls.** I've managed a principal's personal and professional calendar, and screened and routed about 40 calls and emails on a typical day.
- **Travel, door to door.** Flights, charter arrangements, ground transportation and multi-leg international itineraries: about 20 trips in 12 months for my last principal.
- **Vendors, budgets and projects.** About 25 vendors and contractors across construction, interiors, events and household, with the construction and interior budget tracked.
- **Events and family logistics.** About 5 events in a year for my principal, and family obligations balanced against work deadlines.

THE AI SYSTEM I RUN MY OWN DAY ON

In about April 2026 I started building a personal multi-agent AI system. I designed it, directed the build, and operate it every day. It runs my day-to-day operations.

8

AI agents, 6 active

ABOUT 700

tasks and messages a week

ABOUT 35

agent decisions a week I review

ABOUT 10

hours a week saved

- **Inbox triage.** Agents triage and draft email. An approval card comes before anything is sent.
- **Budget.** Agents track the budget and forecast what is ahead.
- **Time audits.** Agents run time audits, so I can see where the hours go.
- **Short-form video.** Agents post short-form video to YouTube and Instagram by computer use.
- **One message hub.** iMessage, WhatsApp, Signal, Instagram and email in one place.

HOW I WORK

- **A yes before anything goes out.** In my own system nothing in the message hub is sent until I approve it, and I review about 35 agent decisions a week. Your name on an email deserves the same care.
- **Discretion.** For a tech founder I handled confidential family, financial and scheduling matters under an NDA. Private stays private.
- **Write it down.** Checklists and SOPs for travel, household and vendors, run-of-show documents for events, and a written runbook for every agent.
- **Steady when it goes sideways.** I led a client's cloud data migration (about 50 users) through a server provider outage and finished with minimal data loss. When a retreat producer misallocated funds, I renegotiated, ended the contract, and the retreat still ran.

EXPERIENCE

AI Operations

Independent project

Apr 2026 to present

- Designed and operate a personal multi-agent AI system: 8 agents, 6 active, about 700 tasks and messages a week.

CEO

Executive Edge, LLC

Sep 2024 to present

- Executive health and performance coaching business for executives and high-net-worth clients.

Executive Assistant / Personal Assistant

Private principal (tech founder)

Mar 2023 to Feb 2024

- Managed the calendar, flights, charters and ground transportation; arranged about 20 trips in 12 months.

Executive Assistant to the CEO and Managing Partner

Symbio (managed IT services)

Jan 2021 to Dec 2022

- Wrote checklists and SOPs, and worked with PR groups and publishing outlets on content in international publications.

Event and Retreat Producer

Self-employed

Jan 2018 to Dec 2021

Executive Assistant

Earlier executive assistant roles

Earlier

TOOLS

Workspace: Google Workspace, Microsoft Office, Excel, Slack, Notion, Trello, DocuSign, Zoom, Calendly, QuickBooks

AI and automation: Claude, Claude Code, OpenAI Codex, ChatGPT, Gemini, Perplexity, Zapier, n8n

Creative and marketing: Canva, Figma, Adobe Photoshop, Adobe Premiere, CapCut, Squarespace, WordPress, Shopify, Hootsuite, Meta Business Suite