



Joe Gray

Executive support, backed by my own AI agents.

I've spent 3+ years supporting executives: calendars, travel, vendors, events and confidential matters. I also designed and run a personal multi-agent AI system that handles about 700 tasks and messages a week, and nothing in my message hub is sent until I approve it.

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WHAT I DO FOR AN EXECUTIVE OR A TEAM

- **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.
- **Vendors, budgets and projects.** About 25 vendors and contractors across construction, interiors, events and household, with the construction and interior budget tracked.
- **Events, start to finish.** About 25 events and retreats in San Francisco and Costa Rica, from venue and vendors to invitations and finances. The largest drew about 300 attendees.
- **AI operations.** I designed and operate my own multi-agent AI system, and I review about 35 agent decisions a week on one-tap approval cards.

WHAT I BUILT

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.

Owner and Fitness Coach

Future Fitness Bay Area (own business)

Oct 2020 to Dec 2024

Event and Retreat Producer

Self-employed

Jan 2018 to Dec 2021

Executive Assistant

Earlier executive assistant roles

Earlier

TOOLS

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

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

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