

NGOZI OPARA, MBA

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SENIOR EXECUTIVE ASSISTANT | EXECUTIVE OFFICE MANAGER | PROJECT MANAGER

PROFESSIONAL SUMMARY

Senior Executive Assistant and executive-office operations professional with an MBA and 15+ years of experience in executive support and administrative operations. Lead administration for the Office of the SVP/Market President—CEO of the Houston market—at VillageMD, alongside Corporate Services office management and coordination of executive initiatives and projects. Experienced in managing executive priorities, leadership communications, cross-functional workflows, and meeting operations across a multi-site healthcare environment. Bring sound judgment, discretion, and accountability to the execution of leadership priorities.

CORE SKILLS

Executive Office Management; Corporate Services Office Operations; Project Management; Executive Initiative Coordination; Cross-Functional Collaboration; Workflow Improvement; SOP and Policy Documentation; Staff Mentoring and Onboarding; Multi-Site Coordination; Leadership and Board Meetings; Calendar and Priority Management; Executive Communications; Expense Reporting and Budget Monitoring; Human Resources Coordination; Confidential Records Management; Event Planning and Employee Engagement; Domestic and International Travel

PROFESSIONAL EXPERIENCE

VILLAGEMD

Senior Executive Assistant | Apr 2026 - Present

Partner with headquarters and Houston market executives, including VPs, the SVP/market president, associate CMOs, senior medical directors, and market directors.

- Lead day-to-day administrative operations for the Office of the SVP/Market President, who serves as CEO of the Houston market, managing executive priorities, communications, meeting preparation, and cross-functional follow-through.
- Manage the SVP/Market President's initiatives and projects, translating leadership priorities into coordinated activities, tracking milestones and commitments, and keeping stakeholders aligned on deadlines and next steps.
- Oversee Corporate Services office administration, establishing organized workflows and coordinating daily operations, information flow, and leadership meeting readiness.
- Manage competing calendar demands and meeting requests, resolve scheduling conflicts, and protect leadership time for high-priority commitments across clinical and business teams.
- Develop presentations and host Houston Connection meetings serving 41 clinics, translating leadership updates into clear, consistent content for a broad market audience.
- Develop presentations and host MOR and DYAD meetings, preparing content for each forum and guiding the delivery of leadership discussions and updates.
- Synthesize administrative updates and incoming information into concise executive summaries, highlighting priorities, unresolved requests, and next steps for leadership review.
- Coordinate meeting follow-through by documenting action items, tracking cross-department commitments, and keeping outstanding requests and required next steps visible to leadership.
- Maintain confidential administrative records and serve as a liaison between senior leaders and internal teams, coordinating sensitive communications with discretion and sound judgment.
- Own Houston market newsletter content and publication, consolidating updates into organized communications that keep clinical and business teams informed.
- Lead company celebration planning, developing event concepts and coordinating planning details to support employee engagement and connection across the organization.

UNITED VEIN & VASCULAR CENTERS

Senior Executive Assistant - Multi-Site Operations | Aug 2019 - Apr 2026

- Managed 4-6 executive calendars and coordinated 80-120 monthly meetings, balancing leadership, board, and cross-department priorities across a multi-site organization.
- Improved executive-office workflows, communication processes, and documentation practices to strengthen administrative coordination and consistency across a multi-site organization.
- Mentored and trained executive and administrative assistants in calendars, communications, and office standards, providing onboarding guidance and practical support on best practices.
- Prepared executive briefings, operational reports, and presentations; consolidated departmental updates into prioritized action items and tracked follow-through on leadership commitments.
- Triaged executive communications, organized incoming requests and recommended next steps, and maintained confidential records to support leadership review and timely follow-up.
- Coordinated internal and external stakeholders around leadership schedules, resolving conflicts and aligning meeting logistics with business priorities and executive availability.
- Coordinated complex domestic and international travel, aligning itineraries and logistics with executive schedules, meeting commitments, and changing business needs.

UT MD ANDERSON CANCER CENTER

Executive Assistant to Chief Executive Officer - GI Surgical | Sep 2017 - Aug 2019

Executive Assistant / Operations Manager (Executive Office) | May 2015 - Sep 2017

Office Operations Coordinator | Jan 2010 - May 2015

- Managed administrative systems, expense reporting, and financial documentation across three progressive executive-office roles, maintaining organized records for daily operations.
- Trained and onboarded assistants and office staff; created reference guides and process documentation to reinforce consistent service, clear workflows, and executive-office standards.
- Served as liaison between GI Surgical leadership and cross-functional teams, coordinating executive requests, sensitive communications, and cross-department follow-through.
- Managed three executive calendars and coordinated 40-60 leadership meetings monthly, balancing priorities and meeting logistics for internal teams and external stakeholders.
- Prepared presentations, reports, and briefing materials for leadership discussions; coordinated executive travel, organizational events, and projects across departments.

TECHNOLOGY SKILLS

Microsoft 365 / Microsoft Office: Outlook, Word, Excel, PowerPoint, Teams, SharePoint, OneDrive, OneNote, Forms, Planner, Visio

Google Workspace: Gmail, Calendar, Docs, Sheets, Slides, Drive, Meet

Project Management and Workflow: ClickUp, monday.com, Smartsheet, Asana, Trello, Notion, Airtable, Zapier

AI and Productivity: ChatGPT, Microsoft Copilot, ClickUp Brain, Calendly, DocuSign, Adobe Acrobat Pro, Canva

CRM and Client Management: Salesforce, HoneyBook

Communication and Meetings: Zoom, Microsoft Teams, Webex, Slack

Expense and Travel: Concur, Expensify

Reporting and Analytics: Microsoft Power BI, DOSinsight

Electronic Health Records (EHR): Epic, eClinicalWorks

EDUCATION

Master of Business Administration (MBA) | Jun 2025

Rice University - Jones Graduate School of Business

Bachelor of Science, Healthcare Administration | May 2022

College of Healthcare Professionals | Magna Cum Laude