

HELLO



Melissa Peoples is a highly sought-after international Executive Assistant coach, conference speaker, and corporate trainer. She has spent the past 25 years of her career partnering with C-level executives from education to high tech. As a career C-suite Executive Assistant and Certified Microsoft Trainer, she uses her unique experience to bridge the gap between technology and practical application that empowers Executive Assistants to level up and create the career of their dreams.

In addition to speaking at the largest Administrative Conferences for the industry, Melissa travels the US bringing her unique style of training and empowerment to Administrative Professionals. As an EA advocate, she makes it her mission to educate executives, HR professionals, and Administrative Professionals on the evolution of the profession and how to maximize their influence and strategic impact.

Some of her clients include Microsoft, Google, Cisco, McAfee, Adobe, The State of Texas, lululemon, The State of Tennessee, and the PGA. Melissa served as the Executive Operations Advisor to the CEO of the New York Times and is an international speaker on productivity and effective executive operations management. Melissa lives in Austin, Texas, with her husband of 22 years and her two grown children. When she is not working, you can find her surrounded by rescue horses at her farm in Texas.



Melissa Peoples

CEO & FOUNDER, ADMIN GURUS
EXECUTIVE ASSISTANT COACH
CERTIFIED MICROSOFT TRAINER
PRODUCTIVITY STRATEGIST
CORPORATE TRAINER

CONTACT ME



MELISSA@MELISSAPEOPLES.COM



MELISSAPEOPLES.COM

Speaking Topics



I understand the unique challenges of building a dynamic Executive / EA partnership. I work hard to help assistants level up their skills to match their executive business partner's working style, preferences, and individual business needs.

There is not a one-size-fits-all solution to building a powerful partnership that will help executives focus on driving their business forward. Therefore, I curate content and strategies based on my extensive experience working with high-performing C-suite executives in companies such as The New York Times and Dell. I help our clients quickly resolve partnership challenges, close technical gaps, and increase individual output. My teaching style will help you quickly level up by maximizing your strengths, building your business acumen, and delivering the results you need in record time.

PROFESSIONAL DEVELOPMENT TOPICS

The Evolving Profession - How to Stay on Top of the Game

Executive Workflow Optimization

Driving Intentional Meeting Culture

Anatomy of a Strategic 1:1

Building a Professional Development Plan

Catching the Vision

Masterful Meeting Management

Building Personal Productivity Strategies

Maximizing Your Strengths

The Art of Niching Down as an EA

Mastering Meeting Minutes

Strategic Calendar Planning

Understanding Your Working Style



Conference Testimonial

I wanted to reach out and let you know you have made such an impact on me since I participated in two of your sessions at EA Ignite. I feel I am forming my own brand now and it has made such an improvement on my self-worth. Thank you for that! I hope to participate in more of your sessions in the future.

Kristin C. | EA to CEO

TECHNOLOGY TOPICS



Conference Testimonial

Melissa is like the fairy Godmother for Executive Assistants. Her energy and spice during her conference sessions kept me on the edge of my seat and changed my whole outlook on my role. I cannot wait to see her at another event!

Samantha M. | EA to CEO

The Power of Outlook Automation

Getting to Inbox Zero and Staying There

Managing Your Exec's Inbox Seamlessly

Going Beyond Calendar Tetris

Lifting the Lid on MS Teams

Dynamic Meeting Management Using MS Tools

The Perfect Connection: OneNote + Outlook

Mastering OneNote

Managing Your Tasks in Microsoft

Getting to Grips with PowerPoint

Excel Hacks for EAs

Understanding the MS Eco-System

Getting Digitally Organized

Effective Calendar Audits - Analyzing Executive Calendars



YouTube

melissa
PEOPLES
JOIN THE REVOLUTION

ADMINGURUS



STATISTICS

10,000k+

average monthly channel views

6,300k+

unique monthly visitors

5,100k+

YouTube subscribers

1800+

email list subscribers



MOST VIEWED VIDEOS

How to Look Good on Zoom

59K Views

Analyzing Executive Calendars

42K Views

Date Picker in Excel - The Easy Way

31K Views