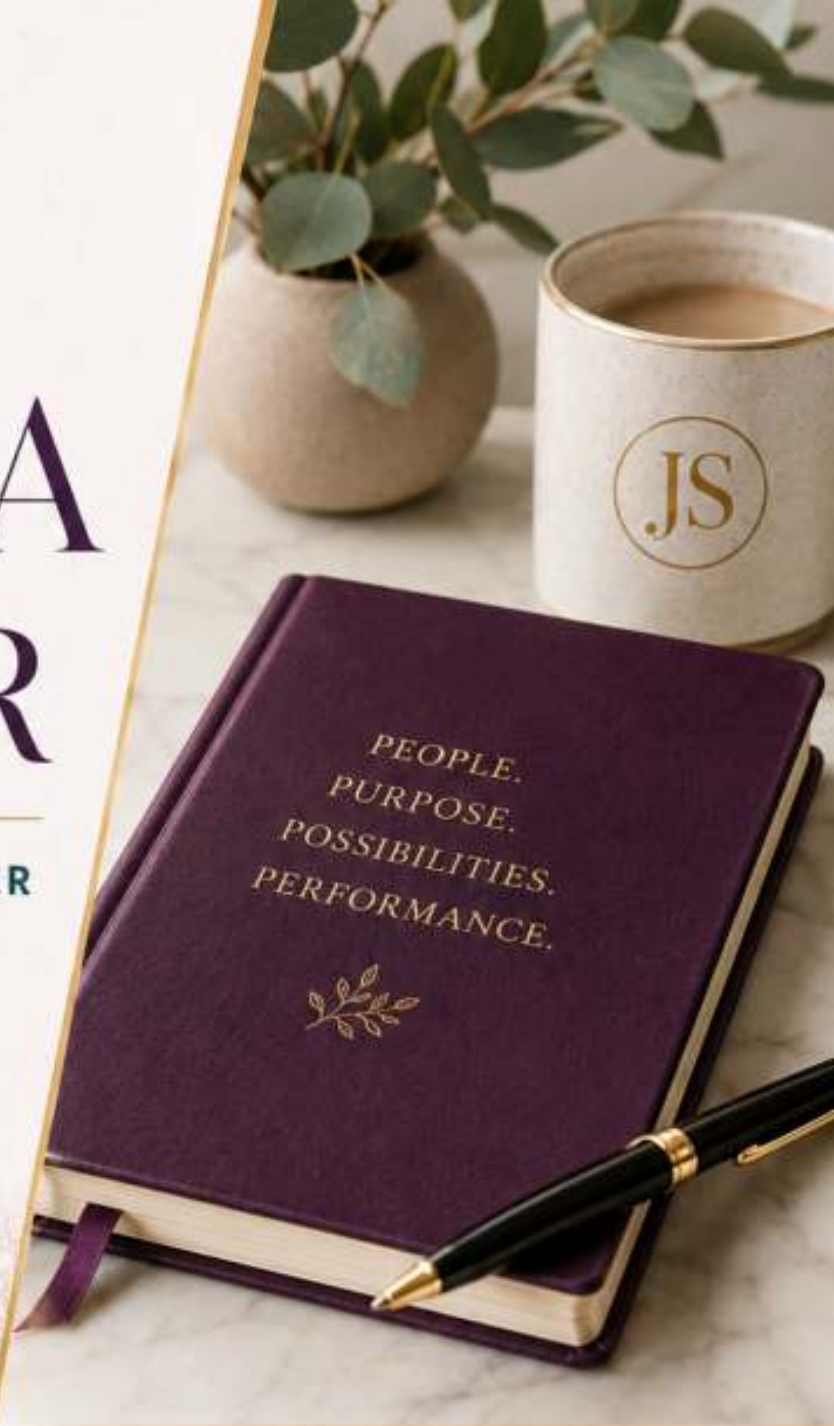




JESSICA SAWYER

EXECUTIVE BUSINESS PARTNER

STRATEGIC PARTNER. TRUSTED ADVISOR.
DRIVING RESULTS THAT MATTER.



THE EXECUTIVE BUSINESS PARTNER PLAYBOOK

HOW JESSICA SAWYER CREATES EXECUTIVE IMPACT



STRATEGIC
PARTNER



SOLUTION
FINDER



PEOPLE
FOCUSED



RESULTS
DRIVEN



CULTURE
CHAMPION

TRUSTED PARTNER. • PROVEN IMPACT. • READY FOR WHAT'S NEXT.



Jessica Sawyer

EXECUTIVE BUSINESS PARTNER

STRATEGIC OPERATIONS • EMPLOYEE EXPERIENCE • TRANSFORMATION

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Executive Profile

Strategic business partner with 24 years of progressive leadership at NFI Industries. Trusted advisor to executive leadership known for leading enterprise initiatives, solving complex organizational challenges, driving employee engagement, managing large-scale events, and delivering exceptional executive support.

Professional Experience

NFI INDUSTRIES | Executive Assistant to the CHRO 2011-2026

- Strategic partner to the CHRO, multiple Vice Presidents, and Executive Leadership Team.
- Led enterprise-wide Workday change management, communications, training, and adoption initiatives.
- Managed high-visibility projects spanning HR, Finance, Operations, IT, and Executive Leadership.
- Created executive dashboards, workforce analytics, scorecards, presentations, and board materials.
- Directed leadership conferences, executive meetings, employee engagement programs, and offsite events.
- Built executive, governance, HR, and transformation resource portals used across the organization.
- Managed vendors, contracts, budgets, executive onboarding, leadership transitions, and strategic planning sessions.
- Founded and supported employee resource group initiatives and led community outreach across South Jersey.

HR Specialist 2010-2011

Workforce reporting, communications, operational initiatives, and strategic projects.

HR Coordinator 2008-2010

Onboarding, employee communications, meetings, calendars, and HR processes.

Senior Accounts Payable Clerk 2002-2008

High-volume accounts payable operations and vendor relationships.

Selected Achievements

- 24 years of progressive advancement within one organization.
- Led communications and adoption for major enterprise transformation programs.
- Developed executive reporting tools that transformed data into actionable insights.
- Recognized as the go-to leader for special projects and organizational problem-solving.

Core Expertise

- Executive Business Partnership
- Project & Program Management
- Change Management & Adoption
- Employee Experience & Engagement
- Executive Communications
- Leadership Conferences & Events
- Governance & Committee Support
- HR Operations & Reporting
- Executive Dashboards & Analytics
- Vendor & Contract Management
- Community Engagement
- Cross-Functional Leadership

Technology

Workday

Microsoft Office Suite

Google Workspace

Google Sites

Slack

Lucid

ChatGPT

Gemini

THE THROUGH LINE

I create capacity, build trust, and turn complexity into organized action.

Meet Jessica

THE TRUSTED PARTNER BEHIND
AN ORGANIZATION'S BIGGEST MOMENTS

“ When something important needed to happen, leaders didn't just ask me to support it—
they trusted me to help make it successful. ”

WHO I AM

Over the course of 24 years with NFI, I became known as a trusted executive business partner whom leaders relied on to help plan, build, communicate, and execute the organization's most important initiatives.

Whether launching enterprise-wide transformations, leading change management, building executive resources from the ground up, developing leadership programs, supporting CEO planning, or driving employee engagement, I consistently stepped into opportunities that extended far beyond my job description.

I didn't wait to be asked.

I volunteered, took ownership, built solutions, and delivered results. That mindset became my reputation.

MY EXECUTIVE PHILOSOPHY



BUILD TRUST

The strongest partnerships begin with credibility, integrity, and consistently delivering on commitments.



THINK BEYOND THE ASK

I don't simply complete tasks. I look for opportunities to improve processes, remove obstacles, and create lasting solutions.



TAKE OWNERSHIP

When I see a need, I step forward. Some of my proudest accomplishments began because I volunteered to solve problems no one else owned.



ELEVATE PEOPLE

Whether supporting executives, developing leaders, or serving our community, I believe great organizations succeed by investing in people.



CREATE EXECUTIVE IMPACT

Every project should make it easier for leaders to make informed decisions, align their teams, and move the organization forward.



STAY CURIOUS

I embrace technology, AI, and continuous learning because better tools create better outcomes.



WHAT LEADERS CAN EXPECT



STRATEGIC PARTNERSHIP



INITIATIVE WITHOUT BEING ASKED



BUSINESS-MINDED PROBLEM SOLVING



EXECUTIVE-LEVEL JUDGMENT



INNOVATIVE THINKING



OWNERSHIP FROM IDEA TO EXECUTION



RELATIONSHIP-FIRST LEADERSHIP



A PARTNER WHO HELPS TURN VISION INTO RESULTS



MY MISSION

To help leaders accomplish more by transforming **ideas** into **action**, bringing clarity to complexity, and creating solutions that strengthen both **people** and **organizations**.



The title on my business card described my role.
The trust I earned defined my career.

Executive Career Snapshot

EXPERIENCE. TRUST. ENTERPRISE IMPACT.



24 YEARS

of progressive advancement
and lasting organizational
contribution



**4 CAREER
CHAPTERS**

from financial operations
to Human Resources and
executive leadership



15 YEARS

partnering directly with
the CHRO and Executive
Leadership Team



**ENTERPRISE
REACH**

across Human Resources,
Finance, Operations, IT,
and Governance



**TRANSFORMATION
LEADER**

guiding change,
communications, adoption,
and major enterprise
initiatives



**PEOPLE &
COMMUNITY**

strengthening engagement,
belonging, leadership, and
community impact



THE IMPACT I DELIVER

I connect people, priorities, and possibilities —
creating the clarity, structure, and momentum
leaders need to move forward.

24 YEARS. ONE REPUTATION.

Trusted to step in, solve problems, and
make important work successful.

The Journey That Built My Reputation

Every chapter prepared me for the next.



BUILDING THE FOUNDATION

2002–2008

Senior Accounts Payable Clerk

WHAT I LEARNED

- ✓ Precision
- ✓ Accountability
- ✓ Financial Operations
- ✓ Problem Solving
- ✓ Building Trust Through Consistency

THE FOUNDATION

Every successful executive partner begins with a strong operational foundation. My early career taught me that trust is earned through accuracy, follow-through, and consistently delivering results.



UNDERSTANDING PEOPLE

2008–2011

HR Coordinator → HR Specialist

MY PERSPECTIVE EXPANDED

- ✓ Employee Experience
- ✓ HR Operations
- ✓ Organizational Planning
- ✓ Leadership Support
- ✓ Cross-Functional Collaboration
- ✓ Executive Communications

THE GROWTH

Working in Human Resources helped me understand that organizations succeed when leaders, employees, and business strategy are aligned. It gave me the opportunity to build relationships across every level of the company and strengthened my ability to communicate, influence, and support organizational change.



BECOMING THE TRUSTED PARTNER

2011–2026

Executive Assistant to the CHRO & Executive Leadership Team

REPUTATION HIGHLIGHTS

- ✓ Enterprise Transformations
- ✓ Digital Innovation
- ✓ Leadership Development
- ✓ Executive Strategy
- ✓ HR Leadership Team
- ✓ Community Engagement
- ✓ Enterprise Events
- ✓ AI & Technology Adoption

THIS IS WHERE EVERYTHING CAME TOGETHER

Over the next 15 years, I became known as the person leaders trusted to help plan, build, communicate, and execute many of NFI's most important initiatives.

Rather than waiting for opportunities, I stepped forward to solve problems, lead projects, and create solutions that strengthened both leadership and the organization.



THE RESULT

My career wasn't defined by a series of positions.
It was defined by the trust I earned,
the relationships I built, and the impact I made.

*The title on my business card described my role.
The trust I earned defined my career.*

How I Think

THE EXECUTIVE PARTNER MINDSET

“My role has never been to simply manage calendars.
My role has been to help leaders accomplish more.”

I THINK LIKE A BUSINESS PARTNER



Instead of asking,
“What do you need me to do?”
I ask, “What outcome
are we trying to achieve?”



Instead of protecting
a calendar...
I protect executive priorities.



Instead of solving
today's problem...
I build solutions that
prevent tomorrow's.



Instead of waiting
for direction...
I anticipate needs and
create a path forward.



Instead of simply
completing projects...
I look for ways to improve
how the organization works.

MY DECISION FRAMEWORK

Every decision I make starts
with one question...

**“Will this make the
organization stronger?”**

Everything flows from that.



HOW I CREATE VALUE



STRATEGIC THINKING
I look beyond today's task
to understand tomorrow's
opportunity.



TRUSTED RELATIONSHIPS
The strongest partnerships
are built on credibility,
consistency, and
follow-through.



OPERATIONAL EXCELLENCE
I enjoy creating order from
complexity and helping
leaders stay focused on
what matters most.



CONTINUOUS IMPROVEMENT
Every project is an
opportunity to make the
next one even better.



LEARNING AGILITY
Technology changes.
Business changes.
Leaders change.
I learn, adapt, and help
others embrace change
with confidence.



SERVANT LEADERSHIP
The best executive partners
make everyone around
them more successful.
That has always been
my goal.

WHAT THIS LOOKS LIKE IN ACTION



Instead of...
Managing
a calendar

I helped executives
reclaim strategic
time.



Instead of...
Sending
communications

I led enterprise
change
management.



Instead of...
Using
websites

I built one that
supported an
enterprise
transformation.



Instead of...
Preparing
reports

I created executive
planning tools that
supported leadership
decisions.



Instead of...
Completing
assignments

I became someone
leaders trusted to
help shape important
initiatives.



Instead of...
Staying in
my lane

I became a trusted
business partner
who drives results.



The greatest value I bring isn't what I accomplish myself—
it's helping leaders and organizations accomplish more together.

Strategic Leadership

TURNING VISION INTO ACTION

“ I partner with executives to turn vision into action and strategy into measurable results. ”



ANTICIPATE

I anticipate needs and identify opportunities before they arise.

Outcome: Leaders stay prepared instead of reacting.



ALIGN

I align priorities, resources, and people to drive maximum impact.

Outcome: Teams understand what matters and where to focus.



ADVISE

I provide thoughtful input, options, and solutions.

Outcome: Leaders have the context and confidence to make informed decisions.



EXECUTE

I drive execution with accuracy, accountability, and follow-through.

Outcome: Important work moves from conversation to completion.

HOW I ADD VALUE

- ✓ Provide strategic support and perspective
- ✓ Help leaders make informed decisions
- ✓ Remove obstacles and create capacity
- ✓ Build strong cross-functional partnerships
- ✓ Protect priorities and maintain momentum
- ✓ Translate complexity into clear next steps
- ✓ Deliver excellence in every detail

FROM VISION TO RESULTS



UNDERSTAND

Clarify the goal, context, and desired outcome.



CONNECT

Bring together the right people, information, and resources.



MOBILIZE

Create the plan, communication, and momentum.



DELIVER

Execute, follow through, and strengthen the result.



Strategic leadership isn't about having the loudest voice.
It's about creating the clarity and momentum that help everyone move forward.

Executive Communications

CLEAR COMMUNICATION BUILDS TRUST, ALIGNMENT, AND MOMENTUM.

“ *Communication is more than sharing information. It is creating understanding, strengthening connection, and helping people move forward with confidence.* ”



EXECUTIVE MESSAGING

Clear, polished communication aligned with leadership priorities.



NEWSLETTERS & HR UPDATES

Timely information that keeps employees informed and connected.



LEADERSHIP MATERIALS

Presentations, meeting resources, talking points, and decision-ready content.



BOARD & GOVERNANCE SUPPORT

Professional materials that organize complex information with clarity.



EMPLOYEE ENGAGEMENT

Campaigns and messages that build connection, belonging, and participation.



CHANGE COMMUNICATIONS

Practical communication that helps people understand what is changing and what comes next.

IMPACT



Consistent, transparent communication that keeps leaders informed, employees engaged, and the business moving forward.



MY COMMUNICATION STANDARD



CLARIFY

Understand the purpose, decision, and desired outcome.



TAILOR

Shape the message for the audience, moment, and channel.



CONNECT

Make the information clear, relevant, and human.



MOBILIZE

Give people the confidence and direction to take action.



THE RIGHT MESSAGE. THE RIGHT AUDIENCE.
THE RIGHT IMPACT.



Digital Innovation & Change Leadership

BUILDING SOLUTIONS THAT
MOVE ORGANIZATIONS FORWARD

“When our organization needed a central hub for one of its largest transformations, I didn’t wait for someone else to build it — I volunteered to create it from the ground up.”



FROM IDEA TO IMPACT

ENTERPRISE WORKDAY CHANGE MANAGEMENT PORTAL

Instead of relying on scattered emails and disconnected resources, I designed and built a centralized Change Management website from scratch to support NFI’s Workday implementation.



THE SOLUTION INCLUDED



Resource Library



Training Materials



Enterprise Communications



Learning Resources



Project Updates



Quick Access Tools



Executive Resources



TECHNOLOGY THAT SERVED PEOPLE

My goal wasn’t simply to build a website. It was to make change easier.

By organizing information in one intuitive location, employees and leaders had the resources they needed to stay informed, engaged, and prepared throughout the transformation.



DIGITAL TOOLS & INNOVATION



Microsoft 365



AI & Emerging Technology



Lucid Visual Collaboration



Google Sites



Executive Dashboards



Digital Communications



MY APPROACH

- ✓ Learn new technology quickly
- ✓ Simplify complex information
- ✓ Build user-friendly solutions
- ✓ Improve communication
- ✓ Increase adoption
- ✓ Create lasting resources



WHY THIS MATTERS

Technology is only valuable when people actually use it. I enjoy bridging the gap between technology and people by creating tools that are easy to understand, accessible, and designed to improve the way organizations work.



Innovation isn’t about using new technology.
It’s about creating better experiences for the people who rely on it.

Executive Events & Enterprise Experiences

CREATING MEANINGFUL MOMENTS THAT
CONNECT, MOTIVATE, AND INSPIRE

“Great events don’t just bring people together — they drive alignment, celebrate success, and strengthen our culture.”



WHAT I PLAN & DELIVER



EXECUTIVE CONFERENCES

High-impact meetings that align leaders, drive strategy, and move the business forward.



COMPANY CELEBRATIONS

Creating moments that recognize achievements and bring our culture to life.



EMPLOYEE ENGAGEMENT EVENTS

Designing experiences that connect, motivate, and strengthen our sense of community.



LEADERSHIP MEETINGS

Seamless logistics, thoughtful details, and exceptional executive support every step of the way.



CROSS-FUNCTIONAL COLLABORATION

Partnering with multiple teams to design and execute meaningful experiences.

MY APPROACH

- ✓ Listen first. Understand the purpose and the audience.
- ✓ Plan intentionally. Focus on the details that matter most.
- ✓ Execute flawlessly. Make it seamless for leaders and attendees.
- ✓ Measure impact. Learn, refine, and make it even better.

THE IMPACT

- ★ Leaders are supported to focus on what matters most.
- ★ Employees feel informed, valued, and connected.
- ★ Our culture is strengthened through shared experiences.
- ★ The organization moves forward — together.



I believe the details create the difference.
My goal is always the same: make it easy, impactful, and memorable for everyone.



PURPOSEFUL
PLANNING



THOUGHTFUL
EXECUTION



ENGAGED
PEOPLE



LASTING
IMPACT



Thoughtful planning. Powerful experiences. Lasting impact.

Leadership Development & Talent Growth

INVESTING IN PEOPLE. BUILDING LEADERS.
STRENGTHENING OUR FUTURE.



“ When we develop our people,
we build **stronger teams**,
better leaders, and
a **stronger organization**. ”

MY FOCUS

- ✓ Identify opportunities to grow talent
- ✓ Create programs that build skills and confidence
- ✓ Support leaders at every level
- ✓ Encourage learning, feedback, and development
- ✓ Build a culture of growth and accountability

KEY INITIATIVES & CONTRIBUTIONS



LEADERSHIP PROGRAMS

Helped advance leadership and operational leadership programs that inspired and developed future leaders.



MENTORSHIP & COACHING

Connected employees with mentors and resources to help them grow their skills, confidence, and careers.



TRAINING & CAPABILITY

Partnered with Talent Development to deliver 700+ Workday training opportunities for our teams.



FEEDBACK CULTURE

Promoted open communication, feedback, and continuous improvement across the organization.



EMPLOYEE ENGAGEMENT

Supported engagement initiatives that created a positive culture where employees felt valued and heard.

WHY IT MATTERS



- ✓ Great leaders create great teams.
- ✓ Investing in people drives performance.
- ✓ A culture of growth keeps us moving forward.

THE RESULTS

- ★ Stronger leaders at all levels.
- ★ Higher engagement and retention.
- ★ A more resilient, future-ready organization.



*When our people grow, **our organization grows**.
I'm proud to help make that happen every day.*



**DEVELOPING PEOPLE TODAY.
CREATING LEADERS TOMORROW.**



Community Impact & Social Responsibility

GIVING BACK. GETTING INVOLVED.
MAKING A DIFFERENCE TOGETHER.

POWER OF PARTNERSHIP



100+

Volunteer
Participants



25+

Community
Projects



Thousands

Lives
Impacted



One

Stronger
Community

“ Strong communities create strong organizations. I'm proud to lead initiatives that **give back, support others,** and **create positive change.** ”

ORGANIZATIONS WE SUPPORT



Cathedral
Kitchen



UrbanPromise



Food Bank of
South Jersey



Philabundance



Hope
Hopeworks

PROUD ERG LEADERSHIP • Helped found and lead NFI's PROUD Employee Resource Group, advancing LGBTQ+ belonging, visibility, and allyship.

HOW I MAKE AN IMPACT



LEAD INITIATIVES

- ✓ Organize and lead volunteer projects
- ✓ Create opportunities for employees to get involved
- ✓ Helped build and lead the PROUD ERG



BUILD CONNECTIONS

- ✓ Partner with local organizations
- ✓ Strengthen relationships in our community
- ✓ Bring people together for a shared purpose



RAISE AWARENESS

- ✓ Share important causes and needs
- ✓ Communicate impact and opportunities
- ✓ Inspire action across the organization



SUPPORT THOSE IN NEED

- ✓ Provide resources and support
- ✓ Help address food insecurity, housing, and hope
- ✓ Make a meaningful difference in people's lives



CREATE LASTING IMPACT

- ✓ Develop programs with long-term value
- ✓ Track results and celebrate success
- ✓ Keep giving back as part of who we are



When we invest in our community,
we build a better future for everyone.

Proud to represent an organization that cares—inside and outside our walls.



We don't just talk about making a difference —
we live it, lead it, and make it happen.

Workday Transformation Partner

SUPPORTING A MODERN, CONNECTED, PEOPLE-FIRST EXPERIENCE

“Technology is powerful, but people make it successful. I focus on both — driving adoption, building confidence, and delivering results.”

KEY CONTRIBUTIONS



BUILT THE CHANGE PORTAL

Created a one-stop hub for resources, training, updates, and communications.



DELIVERED ENTERPRISE COMMUNICATIONS

Developed and executed multi-channel campaigns to keep employees engaged.



SUPPORTED EMPLOYEE READINESS

Provided the right information, at the right time, to reduce uncertainty and build confidence.



TRACKED & SHARED PROGRESS

Provided regular updates and visibility to leadership and employees throughout the journey.



FOCUSED ON THE PEOPLE EXPERIENCE

Ensured the transition improved processes while keeping people at the center.



MY ROLE IN THE WORKDAY JOURNEY



CHANGE LEADERSHIP

Led change management communications and employee readiness.



COMMUNICATION & ENGAGEMENT

Created clear, consistent, and engaging messages that kept everyone informed.



RESOURCE DEVELOPMENT

Built a centralized portal with tools, guides, and training to support every step.



STAKEHOLDER PARTNERSHIP

Collaborated across HR, IT, Finance, and leadership teams.



ADOPTION FOCUS

Helped drive adoption and confidence throughout the organization.

THE WORKDAY CHANGE PORTAL I BUILT

YOUR ONE-STOP RESOURCE FOR THE JOURNEY



TRAINING & RESOURCES

Guides, job aids, and training materials



COMMUNICATIONS CENTER

Announcements, updates, and key messages



PROJECT UPDATES

Timelines, milestones, and what's coming next



FAQs & SUPPORT

Answers and support when you need it



VIDEOS & DEMONSTRATIONS

Short videos and walkthroughs to support learning



QUICK LINKS & TOOLS

Easy access to systems and important tools



EXECUTIVE RESOURCES

Leadership updates, presentations, and key documents



FEEDBACK & SURVEYS

Your feedback helps shape a better experience

THE IMPACT



700+

TRAININGS DELIVERED
With Talent Development



98+

OPEN ENROLLMENT SESSIONS
Educated and supported employees



90%

GOLD VALIDATION EXECUTED
Validation completed with excellence



DEC 8

MOVE TO PRODUCTION
Smooth transition to production



DEC 14

GO-LIVE SUCCESS
A successful launch together

It's not just about implementing a system.
It's about *empowering people* for what comes next.

Trusted Partner to Executives & Leaders

ANTICIPATE. SUPPORT. ELEVATE.
MAKE LEADERSHIP POSSIBLE.

“The best leaders
deserve a partner they can
count on, trust completely,
and rely on to help them
lead with impact.”

I AM THE CALM BEHIND THE MOMENTUM.



ANTICIPATE NEEDS

I think ahead, plan proactively, and stay ahead of priorities.



EARN TRUST

Confidential, dependable, and committed to excellence.



ENHANCE PRODUCTIVITY

I remove roadblocks and create space for leaders to focus on what matters.



BUILD RELATIONSHIPS

I connect people, strengthen partnerships, and create alignment.



EXECUTE WITH EXCELLENCE

I deliver high-quality work with precision, discretion, and follow-through.



SUPPORT WITH HEART

I care deeply about people and take pride in making a positive impact.

WHAT OTHERS SAY

“Jessica anticipates what I need before I even ask. She is my right hand and a true extension of my leadership team.”

— **Nancy Stefanowicz**
Chief Human Resources Officer

“Jessica is incredibly organized, resourceful, and always brings solutions to the table. She makes everyone around her better.”

— **Executive Sponsor**
NFI

“Her attention to detail, positive attitude, and ability to handle anything with grace and professionalism are unmatched.”

— **Colleague**
NFI

THE DIFFERENCE I MAKE



STRATEGIC THINKING

I see the big picture and align my work with key priorities.



SOLUTION FOCUSED

I turn challenges into solutions and ideas into action.



TIME MULTIPLIER

I maximize time, manage details, and drive efficiency.



PEOPLE CENTERED

I lead with empathy, teamwork, and a service mindset.



CONSISTENT RESULTS

I deliver with accuracy, quality, and reliability.



DRIVING IMPACT

My work helps leaders lead and organizations grow.



LEADERS FOCUS ON THE FUTURE.
I HANDLE THE DETAILS THAT GET THEM THERE.



*Great leaders inspire.
Great partners make it possible.*



What Makes Me Different

A UNIQUE BLEND OF EXPERIENCE, SKILL, CREATIVITY, AND HEART.

“ I don’t fit neatly into one box —
and that is exactly where my value begins. ”



STRATEGIC PARTNER

I think several steps ahead and operate as a true extension of executive leadership.



ENTERPRISE EXPERIENCE

I have led and supported large-scale initiatives across multiple functions and levels.



COMMUNICATION EXPERTISE

I make complex information clear, engaging, and actionable.



TECHNOLOGY SAVVY

I embrace technology, AI, and better ways of working that improve the experience.



PEOPLE-FIRST LEADER

I build relationships, foster trust, and lead with empathy, integrity, and care.

THE COMBINATION THAT CREATES IMPACT



WHAT LEADERS EXPERIENCE

- ✓ Someone who thinks ahead
- ✓ A calm partner in complexity
- ✓ Clear and thoughtful communication
- ✓ Solutions that make work easier
- ✓ Ownership with genuine care

MY DIFFERENCE IN ACTION



I SEE WHAT'S POSSIBLE



I CONNECT THE DOTS



I BUILD WHAT'S NEEDED



I HELP PEOPLE SUCCEED



*I bring **experience**, **heart**, and **hustle**
to everything I do.*

Why Jessica?

YOU NEED MORE THAN SUPPORT. YOU NEED A STRATEGIC PARTNER.

“The right executive partner does more than manage the work — they strengthen the leader, the team, and the organization.”



TRUSTED BY EXECUTIVES

Twenty-four years of earned trust, progressive responsibility, and executive partnership.



PROVEN ENTERPRISE LEADER

Experience helping lead complex initiatives across functions and organizational levels.



EXPERT COMMUNICATOR

Clear, thoughtful communication that builds understanding, confidence, and connection.



TECHNOLOGY FORWARD

A practical, people-first approach to digital tools, AI, reporting, and innovation.



DEPENDABLE & DISCREET

Sound judgment, confidentiality, ownership, and consistent follow-through.



PASSIONATE ABOUT PEOPLE

A genuine commitment to culture, belonging, development, community, and performance.

WHAT YOU CAN EXPECT



ANTICIPATION, NOT REACTION

I think ahead and prepare for what comes next.



SOLUTIONS, NOT PROBLEMS

I step into complexity and create a path forward.



EXCELLENCE IN EVERY DETAIL

I bring care, accuracy, and accountability to the work.



IMPACT THAT MATTERS

I focus on outcomes that strengthen leaders and organizations.



A partner who brings strategy, heart, and momentum from day one.

THE PARTNERSHIP I CREATE



MORE CAPACITY



MORE CLARITY



MORE MOMENTUM



*I don't just support leaders.
I help them win.*

Thank You.

THE BEST EXECUTIVE PARTNERS DON'T SIMPLY MANAGE THE WORK.

They create capacity.

They anticipate needs.

They simplify complexity.

They build trust.

They create momentum.

They make great leaders even better.

That's the partner I strive to be.



Thank you for taking the time to learn my story.
I would be honored to bring my experience,
energy, creativity, and commitment to an organization
ready to build what comes next.

Jessica Sawyer



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LOCATION

Sewell, New Jersey

CREATE CAPACITY. BUILD TRUST. DRIVE IMPACT.