

Jessica Sawyer

EXECUTIVE BUSINESS PARTNER | STRATEGIC OPERATOR | CREATIVE COMMUNICATOR

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PROFESSIONAL PROFILE

Executive Business Partner, strategic operator, creative communicator, and child and family advocate with 24 years of progressive experience inside a complex global organization, including 15 years supporting senior executives. Trusted to anticipate needs, bring order to high velocity work, turn vision into action, and create communications and experiences that connect with people. Combines seasoned executive judgment with project leadership, change enablement, visual storytelling, emerging technology, an entrepreneurial builder mindset, and a deeply human approach shaped by lived advocacy experience.

PROFESSIONAL EXPERIENCE

NFI INDUSTRIES, 2002-2026

Executive Assistant to the CHRO and Executive Leadership Team

2011-2026

- Served as a high trust partner to two C-suite leaders while coordinating priorities across five Vice Presidents, 18 Directors, the HR Leadership Team, and the HR Executive Leadership Team within a 17,000+ employee organization.
- Owned complex calendars, domestic and international travel, executive meetings, expenses, presentations, events, and communications, applying business context and sound judgment to protect leaders' focus.
- Built clear operating rhythms for leadership teams through agendas, dashboards, decision materials, action tracking, and consistent follow-through across functions and time zones.
- Partnered across HR, Finance, IT, Operations, Corporate Communications, and community organizations to move high visibility work from idea through implementation.
- Created executive decks, digital resources, visual narratives, and employee communications that made complex information clear, engaging, and actionable.

PROGRESSIVE CAREER FOUNDATION

HR Specialist, 2010-2011 | HR Coordinator, 2008-2010 | Senior Accounts Payable Clerk, 2002-2008

Built operational depth in employee experience, onboarding, reporting, vendor relations, financial controls, confidential records, and process improvement.

Leadership in Action

EXECUTIVE SUPPORT | PROJECTS & CHANGE | CREATIVITY & ADVOCACY

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SIGNATURE IMPACT

ENTERPRISE CHANGE ENABLEMENT

Created a company-wide change management portal serving 17,000+ employees and built the Workday transition site, communications, leader tools, training resources, and adoption support.

HEADQUARTERS TRANSFORMATION

Led change communications and readiness for a major headquarters relocation, aligning three offices and supporting more than 700 employees through coordinated resources, messaging, and experiences.

EXECUTIVE DECISION SUPPORT

Produced executive dashboards, workforce scorecards, reports, presentations, and leadership materials that translated complex information into priorities, decisions, and next actions.

LEADERSHIP EXPERIENCES

Planned executive offsites, conferences, town halls, leadership programs, onboarding, recognition, and milestone events, managing content, budgets, vendors, logistics, and quality from start to finish.

ENTREPRENEURIAL, CREATIVE AND ADVOCACY WORK

THE JESSICA SOLUTION, Founder and Creative Services Consultant

Built an independent creative services brand from concept to launch, including positioning, website design, client experience, social content, presentations, and promotional assets. Helps professionals and small businesses turn scattered ideas into polished, clear, and visually compelling work.

CHILD & FAMILY ADVOCACY, Foster/Adoptive Parent and Community Advocate

Draws on lived experience as a foster and adoptive parent, including parenting a child with complex needs, to advocate for trauma-informed care, inclusive education, family support, and better outcomes. Navigates medical, behavioral health, education, and child-serving systems; translates complex information into practical resources; and builds collaborative relationships with providers, schools, agencies, and caregivers.

WHAT I OFFER

EXECUTIVE PARTNERSHIP

Anticipation, discretion, prioritization, trusted judgment, and calm execution.

PROJECT LEADERSHIP

Cross-functional alignment, action planning, ownership, and persistent follow-through.

ADVOCACY & COMMUNICATION

Trauma-informed messaging, systems navigation, resource-building, and human connection.

CREATIVE STRATEGY

Presentations, Canva design, websites, brand materials, content, and AI-assisted creation.

Community Impact & Social Responsibility

GIVING BACK. GETTING INVOLVED.
MAKING A DIFFERENCE TOGETHER.



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

POWER OF PARTNERSHIP



PURPOSE
IN ACTION



25+
Community
Projects



Thousands
Lives
Impacted



One
Stronger
Community

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.