Joaquin Villarreal

Senior Executive Assistant & AI Agent Operations Specialist

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PROFESSIONAL SUMMARY

Bilingual (English C2 / Spanish native) Senior Executive Assistant and strategic business partner with **5+ years** of executive support and operations experience at Grandiet, promoted across three successive roles to Senior Executive Assistant to the CEO. Trusted operator for executive calendar architecture, high-stakes communication, board coordination, and OKR accountability - recovering **8 hours of CEO focus time per week** and tracking **90+ quarterly OKRs at 96% on-time completion**. AI-native operations lead who self-hosts and operates autonomous agents, orchestrates multi-agent workflows, and builds automation that removes administrative drag.

CORE COMPETENCIES

Executive Calendar Architecture | C-Suite Communication & Ghostwriting | Board & Committee Coordination | OKR & Action Tracking (ClickUp) | Confidential Information Management | AI Agent Operations & Orchestration | Workflow Automation & No-Code | Stakeholder & Cross-Functional Coordination

WORK EXPERIENCE

Grandiet — Jun 2022 - Present

Senior Executive Assistant to Chief Executive Officer (CEO)

Córdoba, Argentina

- Primary point of contact and operational partner to the CEO, filtering and triaging **200+ weekly requests** across the Executive Committee, investors, and key commercial stakeholders.
- Redesigned the executive calendar architecture with strategic buffer zones and thematic blocks, recovering **8 hours of productive focus time per week** for the CEO.
- Prepared executive dossiers and briefings for critical meetings - context, stakeholder analysis, and objective mapping - ensuring complete situational clarity.
- Designed and maintained the Executive Committee accountability dashboard in ClickUp, auditing **90+ quarterly OKRs** with a **96% on-time completion rate**.
- Directed end-to-end logistics for **4 annual Board of Directors assemblies** and the annual executive retreat, including formal convocations, confidential materials, and resolution minutes.
- Implemented generative AI guidelines (Microsoft Copilot, ChatGPT Enterprise) for transcription, minute synthesis, and high-volume correspondence, cutting response times by **40%**.

Grandiet — Jan 2022 - Jun 2022

Executive Assistant to Chief Operating Officer (COO) & VP of Strategy

Córdoba, Argentina

- Autonomously managed the COO's agenda, complex travel logistics with 24/7 contingency plans, and executive operational logistics.
- Served as executive ghostwriter for internal communications, synthesizing **30+ page operational reports** into concise executive memorandums distributed organization-wide.
- Coordinated tracking for **12 cross-functional PMO strategic projects**, consolidating performance metrics with department heads ahead of monthly executive reviews.
- Managed the secure client and vendor contract repository via DocuSign and SharePoint, auditing signature lifecycles and NDA compliance.

Grandiet — Mar 2021 - Dec 2021

Executive Operations Coordinator / Junior EA

Córdoba, Argentina

- Centralized the digital filing system and corporate client CRM, standardizing commercial proposal templates and technical operational reports.
- Monitored executive expenses, travel allowances, and monthly project billing in coordination with corporate finance.

SELECTED PROJECTS

Hermes Agent - Self-Hosted Autonomous Agent Flagship

Operates a self-hosted autonomous agent on own infrastructure with persistent cross-session memory, a self-generating skill library, task-history retrieval, and terminal execution. Runs local-first models to reduce provider dependency and recurring cost; deployed across Telegram, Discord, Slack, WhatsApp, Signal, and CLI.

Hermes Agent (Nous Research), local models, MCP, multi-platform

SMB Chatbot Implementation - Independent Contractor 7 active accounts

Assessed operational workflows for local businesses and built automated chatbot logic that resolves recurring customer inquiries and routes complex issues to human agents with full context. Trained non-technical owners and staff; provided L1 and L2 troubleshooting across 7 active client accounts.

Python, chatbot logic, conditional routing

Multi-Agent Workflow Orchestration AI Operations

Orchestrates multi-agent workflows with persistent memory, self-authored skills, MCP integrations, and custom agent configurations. Designs and maintains reusable agent skill libraries and agent protocols (MCP, A2A, Agent Skills, Agent Plugins).

opencode, Codex, Claude Code, Cursor Agents, OpenAI Agents SDK

Regent - Bounded Multi-Surface Executive Workspace Self-hosted personal ops

Self-hosted personal workspace unifying email, calendar, chat, notes, and people follow-ups. Recommended sends and events appear as approve/dismiss cards; shell execution, impersonated browsing, and silent external sending are prohibited.

Python, FastAPI, PostgreSQL, OAuth, Docker

Almanac - Proactive Daily Operations Assistant Self-hosted personal ops

Multi-surface assistant that prepares the workday before being prompted: overnight inbox triage, reply drafting, extraction of deliverables into task lists, and pre-meeting briefs across desktop and messaging channels.

TypeScript, Python, Nx monorepo, web and messaging surfaces

EDUCATION

Bachelor of Science in Systems Engineering (Ingeniería en Sistemas) Instituto Universitario Aeronáutico (IUA) In progress (Expected 2028)
Córdoba, Argentina

Associate Degree in Applications Development (TUDAI) Instituto Universitario Aeronáutico (IUA) 2025
Córdoba, Argentina

Technician in Information Technology IPET Nº 249 Nicolás Copérnico 2022
Córdoba, Argentina

SELECTED CERTIFICATIONS

Google Project Management Professional Certificate Google Sept 2026
Google AI Professional Certificate Google Sept 2026
Remote Leadership for Managers Specialization University of California, Irvine Sept 2026
Microsoft Power BI Data Analyst Professional Certificate Microsoft Sept 2026
Generative AI Fundamentals Specialization IBM Sept 2026
EF SET English Certificate (C2 Proficient - 86/100) EF SET July 2026

SKILLS

Executive Operations: Calendar architecture, constructive gatekeeping, multi-timezone scheduling, international travel & logistics, board & committee support, executive retreats, confidential information management

Communication: Executive ghostwriting (Minto Pyramid Principle), board minutes, stakeholder briefings, C-suite correspondence, internal communications

Project & OKR Systems: ClickUp, Asana, Monday.com, Trello, Notion, Confluence, Agile & Scrum principles

AI & Automation: Hermes Agent, opencode, Codex, Claude Code, Cursor Agents, OpenAI Agents SDK, MCP, A2A, Agent Skills, LangChain, LangGraph, LlamaIndex, RAG (pgvector, Pinecone, Qdrant), LangSmith, Promptfoo

Data & Automation Backend: Python, Postgres, Supabase, Firebase, Redis, S3, n8n, Make, Zapier, Power Automate, Airtable

Productivity & Collaboration: Microsoft 365 (Outlook, Teams, Excel, PowerPoint, SharePoint), Google Workspace, Slack, Zoom, Otter.ai, Fireflies

CRM, Travel & Expense: Salesforce (basic), HubSpot CRM, Concur, Expensify, Navan / TripActions

Languages: Spanish (Native), English (C2 Proficient - EF SET 86/100)