

Elan Harpaz

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SUMMARY

Operations and executive support professional with more than ten years of experience working in high trust environments supporting business owners and leadership teams. Strong background in scheduling, vendor coordination, logistics, and confidential administrative work. Known for operating independently and keeping complex day to day operations organized and running smoothly. Recently expanded into building software tools and web projects using modern agentic coding workflows while continuing independent market research and analysis.

SKILLS

Executive & Administrative Support	Calendar / Email / Priority Management	Operations & Vendor Coordination
Confidential / NDA Work	Remote Workflows & Async Collaboration	Cross-Functional Communication
Microsoft 365 • Google Workspace	Slack • Zoom • Notion • Asana • Trello	Typing: 90+ WPM
Agentic Coding	API Integration • Data Aggregation	Workflow Automation

RELEVANT EXPERIENCE

Independent Developer

Self-Employed • 2024 – Present

- Design and build web-based tools using modern agentic coding workflows
- Integrate APIs and external data sources into unified data pipelines
- Develop systems that aggregate data and generate algorithm-driven outputs for end users
- Rapidly prototype and iterate software tools using AI-assisted development workflows

Market Researcher & Trader

Contractor • 2022 – 2024

- Conducted independent market research and trading across equities and digital assets
- Analyzed emerging protocols and DeFi ecosystems to evaluate liquidity dynamics and risk profiles
- Evaluated market cycles and incentive structures to guide trading strategies
- Built an online audience of nearly 10K followers sharing research and market analysis
- Maintained detailed performance tracking, trade journaling, and post-trade analysis

Executive Assistant

Private Employers (NDA) | Malibu / Santa Monica, CA • 2020 – 2023

Provided executive and personal support to the CEO and CTO of two large corporations in a confidential environment.

- Oversaw day to day operations across multiple executive properties and business locations
- Coordinated vendors and service professionals including maintenance, chefs, cleaners, and pet services
- Coordinated executive schedules, meetings, logistics, and priority tasks
- Handled sensitive documents, deliveries, and confidential communications
- Managed errands and operational coordination between Malibu and Santa Monica locations

Earlier Experience

Vendor Operations Coordinator — National Notary Association • 2019 – 2020

- Coordinated national vendors to fulfill supply orders for notary clients
- Managed purchasing logistics using internal systems and Asana
- Worked with operations teams to ensure timely fulfillment of large order requests

Travel Consultant — Viking Cruises | Woodland Hills, CA • 2016 – 2019

- Managed customer relationships across phone, email, and chat channels with strong satisfaction scores
- Met and exceeded booking and service quality targets

Administrative Assistant — Rothschild Trading Company | Los Angeles, CA • 2013 – 2016

- Managed wholesale client relationships with pawn shops and jewelry stores across Los Angeles
- Supported internal systems, inventory accountability, and marketing initiatives

Administrative Support Supervisor — Unique Mortgage | Woodland Hills, CA • 2006 – 2011

- Trained and supervised more than 50 loan officers
- Supported business development initiatives and internal systems setup