

EVANGELINE “EVIE” MOSBACHER, PACE

Senior Executive Assistant & Strategic Administrative Partner
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SELECTED ENDORSEMENT

“Evie quickly assimilated into executive leadership support and consistently provided recommendations to improve firm processes.”

— William E. Payne, AIA (ret.), Former CEO/Principal

PROFESSIONAL SUMMARY

Senior Executive Assistant & Strategic Administrative Partner with 10+ years of experience partnering with C-level leaders and leadership teams. Known for sound judgment, discretion, and the ability to anticipate needs in fast-moving, high-stakes environments. Equally comfortable serving as a trusted right hand to executives and stepping into operational details that keep teams aligned and priorities moving forward. Experienced in supporting hybrid and fully remote workflows with consistency, autonomy, and clarity. Brings independent judgment while protecting executive bandwidth and maintaining organizational momentum.

PROFESSIONAL EXPERIENCE

Fractional Executive Operations Consultant | Held & Handled | Nov 2025 – Present

- Provide high-trust, remote executive-level support to founders and CEOs in fast-moving, high-growth environments.
- Manage both strategic priorities and day-to-day operations with discretion and autonomy.
- Manage complex calendars, communications, and cross-functional coordination.
- Coordinate high-touch meetings and executive engagements with attention to detail, experience, and presentation.
- Build structured systems that improve clarity, workflow efficiency, and leadership focus.

Senior Executive Assistant & Strategic Administrative Partner — Geyer Fire Protection LLC | Mar 2024 – Nov 2025

- Served as primary executive support to the CEO, managing calendars, confidential communications, and time-sensitive materials while adapting to shifting priorities.
- Operated as a trusted extension of the CEO, assisting with confidential and time-sensitive personal coordination as needed to support overall effectiveness.
- Acted as an operational bridge between leadership and internal teams, coordinating documentation, bid packages, insurance certificates, and structured filing systems.
- Led end-to-end onboarding for new hires, including equipment provisioning, credential setup, compliance requirements, and training coordination.
- Oversaw corporate communications, fleet administration, vendor coordination, and multi-department operational logistics.
- Maintained responsiveness and workflow consistency across hybrid and remote settings, proactively addressing gaps before escalation.

Administrative Specialist (Executive Assistant to CEO & Executive Leadership) — Fanning Howey Associates | Oct 2019 – Mar 2024

- Supported CEO and executive leadership with scheduling, confidential correspondence, onboarding coordination, meeting preparation, and travel arrangements.
- Served as a trusted communication link between the CEO, owners, consultants, construction managers, and internal discipline leads.

- Functioned as a discreet first line of defense for the CEO, assessing and prioritizing inbound communications to ensure optimal use of executive time.
- Produced and managed contracts, proposals, RFIs, meeting minutes, and documentation across concurrent projects; recommended and oversaw workflow improvements as needed.
- Maintained structured, compliant documentation across eComm, eBuilder, and Newforma.
- Oversaw complex operational logistics such as licensure compliance, fleet registrations, office inventory management, and communication of safety and inspection activities while acting as the firm's primary point of contact with the landlord.
- Supported leadership initiatives that reinforced organizational culture and cross-team engagement.
- Successfully executed all responsibilities in a predominantly remote environment, maintaining seamless communication and operational continuity.

Project Administrator — Mission Mechanical | Jan 2017 – Aug 2019

- Facilitated communication between the company president, project managers, general contractors, architects, and owners.
- Coordinated project setup including budgets, schedules of values, billing lines, purchase orders, and subcontract documentation.
- Captured and processed critical project documentation across all phases of active projects, ensuring milestone completion, compliance, and smooth operations.

Office Administrator — Geyer Fire Protection LLC | Jan 2016 – Dec 2017

- Served as primary administrative support to the President, managing scheduling, customer communications, invoicing, and service coordination.
- Led the selection and procurement of business equipment and technology, coordinating ongoing supplies and maintenance to ensure operational efficiency.
- Coordinated and assisted in the facilitation of multiple employee safety training events throughout the year and ensured compliance with OSHA guidelines for employee drug screening and client-mandated background checks.
- Entrusted with high-responsibility financial functions, including banking, deposits, and corporate credit card administration.

SYSTEMS & TOOLS

Microsoft Office 365 • Google Workspace (G-Suite) • Slack • Zoom • DocuSign • Adobe Acrobat • Adobe Creative Suite • Canva • eComm • eBuilder • Newforma

Experienced in remote-first collaboration, calendar management across time zones, and high-volume coordination using modern productivity tools

EDUCATION

Political Science — IUPUI, Indianapolis, IN (Credits Earned)

Telecommunications — Ball State University, Muncie, IN (Credits Earned)

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Professional Administrative Certificate of Excellence (PACE)

American Society of Administrative Professionals — Member (Current)

COMMUNITY INVOLVEMENT

- Board Member, Brownsburg Little League (Current) — Operations, Fundraising & Team Development