

CASSANDRA DEBOLT ARNETT

Executive Support • Operations • People & Process

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cassandradeboltarnett.com

PROFESSIONAL PROFILE

Executive support and operations professional with 10+ years of experience supporting senior leaders and teams across defense contracting, financial services, government, education, law enforcement, and small business. Known for creating organization in fast-moving environments, handling sensitive information with discretion, and building practical processes when there is no existing playbook.

AREAS OF STRENGTH

Executive Support • Calendar & Travel Coordination • Office Operations • HR Administration • Onboarding & Offboarding • Recruiting Support • Procurement • Budget Administration • Vendor Management • Meeting & Event Planning • Employee Experience • Records Management • Microsoft 365 • Concur

PROFESSIONAL EXPERIENCE

Amentum | Access Control Specialist | Jan 2026 – Present

- Manage secure access operations supporting more than 1,500 employees and contractors across three controlled entry points.
- Verify credentials, maintain confidential records, and support compliance with federal security requirements in a high-volume environment.

Carbon Valley Academy | Principal's Secretary / Health Clerk | Jul 2025 – Jan 2026

- Provided primary administrative support for approximately 32 staff and 240 students while managing scheduling, purchasing, confidential records, parent communications, and daily front-office operations.

Bank of America | Executive Assistant & Employee Experience Lead | Oct 2024 – May 2025

- Supported two Senior Vice Presidents within Global Information Systems, coordinating complex calendars, travel, expenses, onboarding, executive communications, and employee experience initiatives.
- Used Concur and American Express Travel to coordinate executive logistics and expense activity.

Fort Lupton Police Department | Community Services Officer | Mar 2024 – Jun 2024

- Supported records management, public service, administrative documentation, and day-to-day department operations.

Colorado State Patrol | Program Assistant / Office Manager | Nov 2022 – Mar 2024

- Coordinated day-to-day office operations for district leadership, including contracts, facilities, procurement, meetings, records, and administrative priorities.
- Maintained District Attorney evidence files and supported accurate, timely submission of investigative documentation.
- Prepared and notarized warrant affidavits and official law-enforcement documents as a Colorado Notary Public.

PROFESSIONAL EXPERIENCE — CONTINUED

Colorado Department of Corrections | Administrative Assistant III | Jan 2020 – Oct 2022

- Managed procurement across three correctional facilities and oversaw 25+ operating accounts with annual expenditures exceeding \$500,000.
- Coordinated purchasing, vendors, invoices, and procurement compliance in a highly regulated environment.

Jani-King of Colorado | Office Administrator & Inside Sales | Jan 2019 – Jan 2020

- Managed contracts, invoices, scheduling, customer service, payment activity, and office operations for a family-owned commercial master franchise.

Administrative Support Contractor | Self-Employed | Aug 2014 – Jan 2019

- Provided office management and administrative support for a family business and small-business clients.

CACI | Executive Office Administrator III | Apr 2011 – Aug 2014

- Supported up to eight executives in a classified government-contracting environment and coordinated onboarding/offboarding for approximately 200 employees.
- Managed sensitive government travel, security-clearance addendums, organization charts, recruiting support, trainings, meetings, and employee engagement events.
- Handled highly confidential information with professionalism and discretion.

EDUCATION

Associate Degree in Business Administration

Additional coursework toward a Bachelor's in Human Resource Management — Strayer University

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Colorado Notary Public • NCIC/CCIC Certified

Ongoing professional development in executive support, human resources, operations, and people-focused administration.

TECHNOLOGY

Microsoft 365 • Outlook • Excel • PowerPoint • Teams • Concur • American Express Travel