

MARICAR ARCE

Monrovia, CA | 626-205-5848 | maricarq.arce@gmail.com | linkedin.com/in/maricar-arce

SENIOR EXECUTIVE ASSISTANT | EXECUTIVE OPERATIONS

PROFESSIONAL SUMMARY

Executive support and operations professional experienced in supporting four executives in Kaiser Permanente's Regional Service Line and Access organization; the Chief Legal Officer and five executive senior counsels in Regional Legal; and global leaders at IBM who reported directly to the CEO. Skilled in complex calendar management, executive communications, leadership meetings, project follow-through, and handling confidential information. Known for discretion, sound judgment, and process improvement in complex healthcare and global environments.

CORE COMPETENCIES

Executive Support | Complex Calendar Management | Executive Communications | Leadership Meetings | Travel and Expense Coordination | Presentations and Reports | Cross-Functional Coordination | Action-Item Tracking | Confidential Information | Process Improvement | Healthcare Operations | Legal and Regulatory Coordination

PROFESSIONAL EXPERIENCE

KAISER PERMANENTE | Regional Service Line and Access

Administrative Specialist III | Nov 2025 – Present

- Provide executive-level administrative support to four executives, coordinating complex calendars, scheduling priorities, travel arrangements, and confidential communications.
- Organize leadership meetings, cross-functional initiatives, off-site events, training programs, and departmental activities involving executives, physicians, and multidisciplinary teams.
- Prepare presentations, reports, agendas, meeting materials, and correspondence to support leadership communication and decision-making.
- Serve as a liaison among executive leadership, physician executives, and internal stakeholders, facilitating timely communication and coordination.
- Track action items, project timelines, and stakeholder follow-up to advance operational priorities and strategic initiatives.
- Develop standardized processes, workflows, and documentation to improve consistency and efficiency across executive and department operations.
- Manage sensitive information and competing deadlines with discretion, professionalism, and sound judgment.

KAISER PERMANENTE | Regional Legal

Administrative Coordinator III | Jun 2021 – Nov 2025

- Supported the Chief Legal Officer and five executive senior counsels with calendars, correspondence, travel, expense reports, invoice processing, reports, and document preparation.
- Coordinated communications among executive legal leadership, outside counsel, internal legal and regulatory teams, HR, and licensing boards.
- Maintained confidential legal department files, intake logs, and records related to licensing board requests and subpoenas.
- Reviewed, processed, and documented records requests and subpoenas; obtained responsive materials from management and HR.
- Scheduled and coordinated licensing board interviews and depositions, managing logistics and stakeholder communications.
- Compiled legal and policy questions for senior management review and responded to inquiries using department policies and procedures.
- Created workflows to improve department processes and supported special projects for legal leadership and attorneys.

IBM | Global Learning & Knowledge

Knowledge Management Specialist | Feb 2014 – Oct 2018

- Supported global leaders who reported directly to the CEO through knowledge-management activities, stakeholder communications, and access to organizational information.
- Collected and documented insights from project managers and other professionals to support organizational knowledge sharing.
- Developed and maintained a digital knowledge base of corporate policies, procedures, and best practices.
- Organized knowledge-sharing events and facilitated meetings and employee training on knowledge management systems.
- Responded to partner information requests, provided status updates, and audited stored information for accuracy.
- Categorized content and identified opportunities to improve access to organizational resources.

EDUCATION

Graduate Certificate in Project Management, In Progress | Harvard Extension School, Harvard University

ABA-Approved Paralegal Certificate | University of California, Irvine, Division of Continuing Education

Bachelor of Science in Nursing | Manila Tytana Colleges, Philippines

TECHNICAL SKILLS

Microsoft Outlook, Excel, PowerPoint, Word, Teams, SharePoint | Adobe Acrobat/PDF