

Francis Oley

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Success-driven professional with 9+ years of experience providing executive-level support through strategic planning, logistics coordination, and high-profile event execution. Proven track record of leading multi-disciplinary teams and advancing complex operations across political, governmental, and private sectors.

- ✓ Demonstrates expertise in project governance, logistical planning, and executive support, effectively managing staff, securing coordination across agencies, and delivering seamless execution of large events and campaigns.
- ✓ Skilled in orchestrating presidential-level visits and high-security operations through collaboration with the White House, Secret Service, and international stakeholders.
- ✓ Applies precision and attention to detail across clerical tasks, campaign logistics, office administration, team development, and strategic decision-making.
- ✓ Known for consistently delivering excellence in high-pressure environments while ensuring alignment with organizational goals and protocol standards.

CORE COMPETENCIES

Executive Management & Leadership | Event Management & Promotion | Strategic Planning | Office Administration | Project & Program Management | Records & Database Maintenance | Logistics & Resource Allocation
Relationship Building | Scheduling & Workflow Optimization | Team Development | Communication & Collaboration | Change Management | Analysis & Decision-Making | Public Relations | Reliability & Accountability | Attention to Detail
Technical Skills: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Adobe Creative Suite

PROFESSIONAL EXPERIENCE

PRESIDENTIAL ADVANCE

The White House

March 2025 – Present

- Spearhead advance operations for Presidential visits by coordinating all pre-arrival activities, ensuring seamless execution across security, logistics, media, and protocol.
- Lead strategic planning with the Secret Service, local law enforcement, and White House staff to ensure airtight security and safe transit routes.
- Manage logistics for transportation, accommodations, staging, and local staffing to support high-profile international and domestic events.
- Coordinate press arrangements and media staging in collaboration with the White House Press Office and local outlets.
- Ensure flawless execution of event protocols, adhering to diplomatic and ceremonial standards for Presidential appearances.
- Successfully advanced the President's first Middle East visit, contributing to a historic \$1.5 trillion deal.
- Directed logistical execution for the NATO Annual Summit and the opening of a new Presidential golf course.

DEPUTY LEAD

Trump Campaign

October 2023 – 2024

- Worked closely with senior leadership to shape and execute the campaign strategy, prioritizing voter outreach, media relations, and policy messaging to ensure alignment with campaign goals and effectively engage targeted audiences.
- Managed campaign staff and volunteers, streamlined workflows and priorities, and resolved evolving challenges.
- Directed and oversaw grassroots organizing efforts to strengthen the campaign's visibility and support in key states.
- Served as a primary spokesperson, working with media and engaging with voters to deliver key messages.
- Analyzed voter data to enhance targeting and improve engagement across digital and traditional channels.

PERSONAL ASSISTANT

Jordan B Peterson

April 2023 – September 2023

- Demonstrated organizational skills in overseeing calendars and streamlining daily commitments to ensure seamless coordination of appointments and events, contributing to effectiveness and productivity.
- Smoothly delivered office assistance with emphasis on accurate and complete filling of reports & documentation
- Showcased versatility in performing a wide array of administrative duties, providing exemplary executive-level support, and establishing productive and smoother workflows to guarantee maximal efficiency in operations.
- Performed a key role in orchestrating busy schedules and managing calendars, travels, and project engagements.

POLITICAL EVENT COORDINATOR

Kari Lake Campaign

January 2022 – March 2023

Glen Youngkin Event

February 2021 – January 2022

- Coordinated timelines for high-profile events while ensuring seamless execution & adherence to key milestones.
- Supervised full-cycle event management, from planning, scheduling, staffing, and logistics to promotion.
- Orchestrated campaigns, encompassing opportunity sourcing, travel & transportation arrangements, budget preparation, marketing plan organization, and report maintenance, ensuring successful event execution.
- Instrumental in handling confidential information and ensuring proper organization, processing, and delivery.

EVENTS DIRECTOR**U.S. Political Campaign, Arlington, VA****May 2019 – January 2021**

- Planned and executed event management; meticulously monitored progress while establishing essential connections with external stakeholders to enhance event synergy and success.
- Supervised overall production of events, including training and coaching over 40+ volunteers for each event.
- Oversaw seminar functions, site selection, scheduling, marketing, reservations, material preparation, event management, and follow-up to ensure smooth training while attaining deliverables.
- Developed status reports of all activities to support the decision-making of senior leadership; assessed planning, scheduling, cancellation, inquiries, resources, risk mitigation, and events proposal development.
- Performed deep-dive analysis to identify the best room for improvements and formulate plans to resolve gaps.

PRESIDENTIAL ADVANCE ASSOCIATE**The White House, Washington, DC****August 2019 – May 2019**

- Completed projects and special assignments by establishing objectives; determined priorities, managed time, gained the cooperation of others, monitored progress, and made necessary adjustments to plans.
- Worked hand in hand with The White House, Secret Service, and Military office in ensuring the safe movement of the President of the United States during his travel either domestically or internationally.
- Successfully arranged the safe passage and motorcade for 100+ cars for the Presidential travel in Vietnam.
- Improved quality results by studying, evaluating, and re-designing processes or implementing changes.

PHOTO OPERATIONS MANAGER**The White House, Washington, DC****April 2017 – June 2018**

- Delivered operational functions such as task management, information management, and property procurement, ensuring utmost accountability and timely documentary and file maintenance.
- Supervised and managed a photo staff pool of 15+ personnel; assisted in the hiring and orienting of new staff.
- Collaborated with The White House Staff in coordinating communications such as phone calls or emails.
- Assisted the Director in performing staff reviews; worked closely with the lead photographer in displaying prints.

EXECUTIVE ADMINISTRATIVE ASSISTANT**The Family Foundation, Arlington, VA****June 2016 – June 2017**

- Supported the executive through accurate database management of office files, spreadsheets, and presentations.
- Maintained office supplies inventory by checking stock to determine inventory level; anticipated needed supplies; evaluated new office products; placed and expedited orders for supplies; verified receipt of supplies.
- Coordinated with various vendors, contractors, or professional services personnel in receiving an order, directing activities as well as in communicating instructions to ensure seamless operations within budget and timeline.
- Contributed to team effort and promoted productivity while attending to communications from various channels.

EXECUTIVE ASSISTANT/BRAND REPRESENTATIVE**Roger Beasley Imports, Austin, TX****June 2015 – May 2016**

- Served as the point of contact for all staff, executives, and other external partners; performed functions relating to managing schedules, allocating executive tasks, and facilitating communications to enhance the business.
- Oversaw information flow by screening and directing phone calls, distributing correspondences via email, and quickly responding to questions or concerns across the entire board.
- Developed an efficient office inventory management system for restocking and purchasing orders of equipment.
- Exemplified attention to detail in performing administrative functions such as complex calendar management to ensure proper allocation of executive's availability and scheduling appointments for senior leaders.

RESIDENTIAL CONCIERGE**Montage Deer Valley, Park City, UT****December 2014 – May 2015**

- Achieved and delivered a flawless guest experience through effective liaising with the management & associates.
- Consistently went beyond to ensure the privacy and confidentiality of all VIP or celebrity guests; promoted events by supporting local sports teams, museums, restaurants, or tourist' spots to facilitate visits.
- Promoted confidence and safety by being familiar with security policies and procedures being implemented.
- Utilized active listening, conflict resolution, and dynamic communication skills in attending to escalating issues.

EDUCATION

Bachelor of Science in Sociology and Communications
Weber State University, Ogden, UT