

TESS BAKER

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Experience

- Thoma Bravo** San Francisco, CA
Executive Assistant 2024 – 2026
- Supported senior leadership and private equity deal teams in high-velocity environment, managing complex calendars, global travel, and shifting priorities with speed, precision, and discretion.
 - Applied AI to expense-reporting workflows in ways that influenced broader firm accounting practices, improving speed and accuracy in a high-accountability finance environment.
- Shield Title Agency** Remote
Operations & Risk Manager 2023 – 2024
- Built playbooks, onboarding systems, and operating protocols that reduced operational risk by 20% and brought lightweight structure to a growing title agency.
- O'Hare Clinical Lab Services** (*acquired by Idea Diagnostics*) Chicago, IL
In-House Counsel 2021 – 2023
- Led crisis communications & operational response during high-scrutiny period for nation's largest COVID-19 testing labs, coordinating outside experts, media response & internal messaging with minimal guidance.
 - Directed change management training for 100+ employees while coordinating across legal, finance & technical teams to stabilize operations & build scalable systems for multi-state diagnostics consultancy.
- GoodData** San Francisco, CA
Chief of Staff to CEO 2019 – 2020
- Ran the CEO's operating rhythm across San Francisco and Prague, driving calendar strategy, OKR tracking, leadership cadence, and cross-functional follow-through across product, engineering & GTM.
 - Owned planning and run-of-show for quarterly leadership offsites and the company's first all-hands retreat, aligning senior leaders across offices and improving employee NPS by 15 points.
 - Promoted into business development while maintaining CEO support, building a 500+ target pipeline and converting gaps in the CEO's calendar into high-value meetings with enterprise decision-makers.
- Saints Capital** San Francisco, CA
Executive Legal Assistant to Founder & Managing Director 2016 – 2019
- Led governance and investor-facing operations across 6 venture funds, 7 portfolio companies, and 3 nonprofits, coordinating board processes, investor communications, and materials in a founder-led office.
 - Negotiated 150+ NDAs; created standardized templates, policies, and DocuSign workflows, accelerating dataroom access by 25% while tightening control of sensitive deal materials.
 - Owned investor relations and fundraising operations across multiple venture funds, administering investor CRM & meeting tracking, drafting outreach & fund materials in founder's voice, and coordinating quarterly investor calls & the annual meeting.

Entrepreneurship

- STONED HEARTS 777** 2023 – Present
AI-Native Fine Jewelry Brand Founder

Education

- Chicago-Kent College of Law** 2015
Juris Doctor
- University of Illinois at Urbana-Champaign** 2012
B.S. in Advertising, Spanish Minor, High Honors

Bar Admission

- State Bar of Illinois** 2021