

Connor Drake

Client Education & Coaching · Writing & Content Development · Practical AI Adoption

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HIGHLIGHTS

- Coached 50+ founders, executives, and Executive Assistants over eight years on delegation, communication, and working habits, carrying up to 12 clients at a time with check-ins between sessions.
- Designed and taught *AI for EAs*, a 6-week cohort for Executive Assistants and Chiefs of Staff with four live workshops, two office-hours sessions, weekly assignments, and a Thinkific companion course.
- Built two AI apps now in active use at Mindmaven without an engineering background, working in Claude Code and Codex on Supabase and Vercel with a two-person build team.
- Co-authored, self-published, and launched *Radical Delegation*: Amazon bestseller rankings in several categories and 100+ five-star reviews in its first week.
- Wrote customer education for SaaS companies, then the guides, playbooks, and email series that explained Mindmaven's methods to clients.

PROFESSIONAL EXPERIENCE

Mindmaven · October 2016–Present

Senior Coach & Head of AI and Automation · May 2024–Present

Coach executive clients and lead Mindmaven's AI and automation work, including a two-person build team and internal enablement.

- Continue to coach executive clients and their Executive Assistants on delegation, communication, and working habits, now with AI built into how they work.
- Designed, built, and taught *AI for EAs*, a 6-week cohort program for Executive Assistants and Chiefs of Staff, with four live workshops, two office-hours sessions, weekly assignments, and a Thinkific course of recordings, slides, and exercises.
- Built adoption into the program: a weekly implementation goal, a 30-minute working session between each assistant and the executive or coach they support, and structured weekly feedback that changed the next session.
- Turn coaching frameworks into clear, step-by-step instructions and prompt libraries, then test and revise them using feedback from coaches and clients.
- Led development and internal launch of a voice-first delegation app and an executive operations tool for meeting follow-up, relationship information, and daily workflows, both in active use by Mindmaven's team. Work directly on prompts, integrations, and bug fixes in Claude Code, Codex, and n8n.
- Built client automations for meeting debriefs, task delegation, and executive communications.

Senior Coach · May 2019–May 2024

Helped founders, CEOs, and Executive Assistants improve delegation, communication, and day-to-day working habits.

- Coached 50+ executives and their Executive Assistants, carrying up to 12 clients at once and using Asana and recurring check-ins to keep commitments moving between sessions.
- Used questions to find the real problem under the stated one, then helped clients set up clearer workflows, communication, and accountability.

- Designed coaching programs and online courses, including written lessons, presentations, assignments, and assessments, and revised them based on participant feedback and progress.
- Helped Executive Assistants build confidence, develop new skills, and step into broader roles as strategic partners to their executives.
- Co-authored and self-published *Radical Delegation* with CEO Patrick Ewers and led its launch. It reached Amazon bestseller rankings in several categories and earned 100+ five-star reviews in its first week.

Junior Coach · May 2018–May 2019

- Delivered individual and group coaching for executives and Executive Assistants on delegation, inbox management, and proactive communication.
- Supported adoption of new tools and habits through practical guidance and between-session follow-up.

Head of Content · October 2017–May 2018

- Led content planning and wrote the guides, playbooks, and email series that explained Mindmaven's coaching methods to clients and prospects.
- Hired, onboarded, and managed freelance writers and designers, and ran a peer review process to improve the clarity and usefulness of their work.

Marketing Content Creator · October 2016–October 2017

- Joined as Mindmaven's first dedicated marketing hire, writing articles, newsletters, and leadership guides, plus content used in coaching programs, workshops, and speaking engagements.

Freelance Copywriter & Editor · October 2014–October 2016

- Wrote customer education materials, articles, and brand copy for early-stage SaaS companies, working directly with founders and product teams to explain technical products clearly.
- Ghostwrote sales content in the voice of Steli Efti, founder of Close.

COMMUNITY PROJECT

Respec · Founder · 2026–Present

- Building an online community and 90-day program for people breaking free from video game addiction, designed around daily lessons, accountability partners, and meeting members where they are (joinrespec.com).

SKILLS

Client work and collaboration: Asana, Notion, Slack, Zoom, Google Docs

AI and automation: Claude, Claude Code, Codex, n8n, Zapier, Make, Supabase, Vercel

Teaching and publishing: Thinkific, Fathom, Amazon KDP, Amazon Author Central