

Garrett Holmes

AI Enablement

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An operator who gets AI into real work, and builds what it takes to get it there. Nine years as an executive assistant taught me how work actually changes inside an organization: I replaced paper schedules across seven hospital staffing areas, and I build AI systems under evals, guardrails, and a person signing off on anything irreversible. Looking for an AI enablement role.

Experience

National Jewish Health 2023–Present

Executive assistant to the Chief Nursing Officer · Denver, CO

- Replaced paper schedules across seven staffing areas with cloud-based, formula-driven workbooks, saving each manager several hours of administrative work per week and giving staff real flexibility in how shifts get filled. The float pool is one of the seven.
- Trained colleagues on AI tools and used AI to advance my own workflows, on non-patient work; no patient data goes into AI tools.
- Designed and built a mobile float-pool scheduling application (Google Apps Script + Sheets): no-login staff links, scheduler day and grid views, automatic flagging when availability changes after a shift is booked, live calendar feeds, and a regression suite that runs before every deploy. In IT security review, with a written answer package I prepared for that review. An operational tool, not a clinical one.
- Support the Chief Nursing Officer and four executives across a nursing organization of 400+: calendars, expense reports, invoicing, purchasing, financial reporting, data analysis, technical support, and special projects.
- Built data-analysis automations that reconcile patient logs against billing records, surface financial trends, apportion invoices across 25+ departments, and pinpoint financially underperforming areas.
- Moved license tracking for 200+ registered nurses onto NurSys automated verification, cutting the manual work of Joint Commission Primary Nurse Verification compliance.

Montbleau Enterprises, LLC 2020–2023

Executive assistant · Julian, CA (Remote)

- Key liaison among stakeholders, staff, contractors, and guests; ran scheduling, travel, meeting logistics, financial tracking, and day-to-day operations.
- Moved company Excel files to the cloud, ending version conflicts and enabling simultaneous editing across a distributed team.

Cold Beds 2017–2020

Executive assistant · Burlingame, CA

- Designed and implemented the company's foundational business processes: 40 centralized spreadsheets standardizing expense reporting, auditing, tax preparation, and inventory tracking.

Hack Reactor (Galvanize) 2016–2017

Lead instructor · Los Angeles, CA (Remote)

- Taught an online JavaScript program with 20+ hours of live lecture and live coding weekly.
- Mentored 150+ students through JavaScript fundamentals, data structures, and algorithms.

Selected AI work

Three Peas in a Pod operations system Site live since September 20, 2026; AI features on staging
threepeasagency.com

Rebuilt a Denver childcare agency's website (live, four days from brief) and built the booking and dispatch system behind it (on staging, not yet used by families). The model may only copy date and time words out of a parent's text; a grounding check verifies each one, and an ordinary parser does the date math.
Reply drafts have no send path in the code: the owner sends every one.

SignUpCity Live since September 13, 2026
signupcity.app

Typed text becomes a draft sign-up sheet or poll. Claude Haiku 4.5 drafts it, with a Workers AI fallback; if both fail, the person keeps their typed text.
On 35 written test cases, including a prompt-injection case and a Spanish-language request, Haiku matched Sonnet, which costs about 2.5 times as much, so Haiku shipped. Capped at 200 calls a day (about \$16 a month).

Butler Personal system
A personal agent built on the Claude Agent SDK, with a separate tool allowlist for each context; the mail-ingest path gets no tools at all. Outside text (mail, calendar, documents) is wrapped as untrusted data, never read as instructions.

Education

University of Texas at Austin *B.A., Philosophy* Dec 2009

Hack Reactor (Galvanize) *Software Development Immersive* Aug 2016

Skills

AI tools and practice	Claude, Claude Code and other AI coding agents, eval design, prompt design, model selection by eval, cost caps.
Enablement	Training, rollout, documentation and handover, teaching (Hack Reactor lead instructor: 150+ students mentored, 20+ hours of live lecture weekly).
Operations	Executive support, scheduling, budgets and invoicing, vendor management, process mapping, data reconciliation and reporting.
Building	JavaScript, Google Apps Script, HTML/CSS, SvelteKit, Node, Git, Cloudflare.