

Alex Large

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Proven force-multiplier seeking to support the Office of the CEO at Longview Philanthropy. Described as a “right-hand” partner who amplifies leadership impact through proactive problem-solving, exceptional organisation, building robust systems, and high agency in ambiguous, fast-paced environments. Skilled at coordinating complex workflows and ensuring clear communication, driving initiatives forward, and ensuring alignment across diverse stakeholders. Committed to Longview’s mission of directing funding to high-impact projects in AI safety, biosecurity, and nuclear policy.

LEADERSHIP ENDORSEMENTS

- **Brent Baum, Founder, Refract:** “I found a right-hand guy - I feel force-amplified.” [[Full Reference](#)]
- **Ethan Alley, Co-CEO, Alvea:** “I think Alex is unusually good at figuring out new things. A related strength is in organising and communicating complex information.” [[Full Reference](#)]
- **Robert Bölkow, Head of Internal Ops, Alvea:** “I would highly recommend Alex for any role—especially in an early stage company—that requires a flexible, talented and dedicated professional.” [[Full Reference](#)]

CORE COMPETENCIES

- **Support Mindset & Force Multiplication:** Consistently “great and proactive at asking other members of the team ‘how can I support you?’” Genuinely motivated by enabling leaders and teams to focus on their highest-leverage activities by anticipating needs, handling operational complexities effectively, and taking ownership of entire workstreams (e.g., managed all customer relationships at Refract to free up founder).
- **Systems Orientation & Organisation:** Proven ability to design, build, and manage robust operational systems (e.g., internal service desks, CRMs, task/information management systems) that create order, improve efficiency, and support execution in fast-paced environments. Skilled at managing competing demands and maintaining meticulous organisation (e.g. personal ‘inbox zero’ habits, knowledge management stack).
- **High Agency & Ownership:** Recognised for “excellence in taking ownership of projects with a high degree of autonomy.” Independently identify operational gaps, proactively design solutions (e.g. created own role at Refract based on need), and drive initiatives forward with minimal direction in ambiguous settings. Comfortable tackling ambiguous problems and making them concrete.
- **Attention to Detail & Conscientiousness:** Dedicated and reliable, with a commitment to high-quality execution and meticulous attention to detail. Praised for creating exceptionally clear and well-organised documentation and notes. Meticulous approach to building systems and managing information (e.g., EA Funds Airtable build).
- **Clear Communication:** Described as a “role model for making sure everyone is on the same page.” Excel at structuring complex information clearly (written and verbal), synthesising diverse inputs, and facilitating low-friction communication (e.g., highly-rated presentations, visual note-taking).
- **Initiative Tracking & Project Management:** Experience managing programs and projects end-to-end, ensuring alignment with strategic goals and delivering results. Skilled at tracking progress, managing high-volume workloads, ensuring deadlines are met (e.g. virtual assistant program at Alvea, EA Funds grant tracking system), and creating dashboards for leadership visibility.
- **Proactive Problem Solving:** Demonstrated ability to anticipate needs, identify roadblocks, and implement solutions to improve leader and team efficiency (e.g., built Alvea service desk to eliminate friction).
- **Adaptability & Learning Agility:** Demonstrated track record of rapidly achieving competence across diverse domains. Described as “unusually good at figuring out new things,” leveraging a deliberate approach to learn and apply new skills effectively. Thrive in dynamic environments.
- **Emotional Intelligence & Feedback Receptivity:** Referenced as “almost always content and well-regulated” with an ability to build trust and navigate interpersonal dynamics effectively. Openness to giving and receiving direct feedback in pursuit of excellence, stemming from dedicated personal development work focused on groundedness, antifragility, and presence.

PROFESSIONAL EXPERIENCE

Operational Support & Customer Success at Refract

Sep 2023 - Sep 2024

- Served as a direct force-multiplier for the founder, taking ownership of critical operational and customer-facing workflows (including all customer relationship management) to enable leadership focus on core strat-

egy and product development. Founder: “I don’t say ‘I couldn’t have done this all without him’ lightly.”

- Designed, implemented, and managed comprehensive tracking systems (CRM, user feedback databases) to ensure team alignment, provide actionable insights, and support data-informed decisions. Experience using and evaluating multiple CRM systems (LessAnnoyingCRM, Airtable-based, Salesforce, Tana).
- Synthesised insights from 100+ user interviews and stakeholder calls; developed frameworks to structure qualitative data, translating findings into actionable strategic recommendations.
- Managed high-volume external communication with customers via email and WhatsApp, building strong relationships and ensuring timely responses.

Process Improvement Specialist at Alvea

Jan 2022 - Jan 2023

- Drove operational effectiveness in a rapidly scaling EA-aligned biotech startup. Created foundational digital infrastructure (knowledge management, communication channels) supporting crucial remote operations under urgent timelines.
- Designed and implemented an Airtable/Softr-based internal service desk system from conception to rollout, resolving significant workflow friction for the operations team, demonstrably improving focus and efficiency by reducing Slack dependency and context switching.
- Excelled at supporting complex, high-stakes meetings by creating highly-praised, clear visual notes and summaries (Miro) that reduced cognitive load and enabled clearer analysis for leadership (e.g., supporting the Head of Clinical Trials with vendor selection for our quality management system).
- Led an innovative virtual assistant program noted as “exceeding expectations” by Cate Hall, the COO. Managed 11 remote VAs, building seamless delegation systems and low-friction request infrastructure, enabling technical staff to offload diverse tasks (admin, research support, travel coordination), significantly increasing their capacity.
- Independently conceived and executed post-sprint reflection interviews; synthesised diverse qualitative feedback into concise, actionable strategic insights for leadership.
- (Short-term project) Restructured and managed a high-volume Airtable database (~500+ entries) for EA Funds grant applications, implementing SOPs, priority/status tracking, automations, and custom views to significantly reduce friction and improve workflow for grant investigators.

Data Analyst at Click Dealer + StudentBeans

Nov 2019 - Jan 2022

- Self-taught Python, SQL; built data pipelines, analysed usage data, created dashboards, and delivered actionable insights supporting business decisions.

RELEVANT PROJECTS

Truth-Seeking & Effectiveness Slack Group

Feb 2025 - Present

- Created and lead a structured accountability community practicing rigorous truth-seeking; implementing daily stand-ups, reviews, and a charter encouraging open discussion and challenging assumptions.
- Actively applying methods (calibrated forecasting, EV calculations) to improve decision-making, practicing reasoning transparency.

Rationality & Strategy Sprint

Jan - March 2025

- Conducted intensive program developing skills in rational decision-making, calibrated judgment, and strategic thinking applicable to complex challenges, including structuring problems and evaluating evidence. Applied frameworks (OODA loops, forecasting) to guide effective action under uncertainty.

Personal Development & Skill Enhancement

Ongoing

- Focused personal development, including practices enhancing self-awareness and interpersonal communication, leading to greater emotional regulation and presence in high-pressure environments.

EDUCATION

Master’s of Research in Bioengineering at Imperial College London (Merit)

2018 - 2019

Bachelor of Science in Biomedical Sciences at University of Reading (2:1)

2014 - 2017