

Linda Lagos

Executive Assistant | GASTech – Kronos | Abila, Kronos

Executive Assistant

Highly motivated, multi-lingual assistant with 10+ years of experience providing executive level support. Self-starter with exceptional interpersonal and organizational abilities, and a proven history of managing multiple projects simultaneously while supporting daily office tasks. Expertise in calendar management, multi-line phone systems, meeting coordination, expense reporting, travel arrangement and budget administration.

Professional Experience

GASTech - Kronos

Senior Executive Assistant

2010-Present

- Administrative support to the COO of GASTech, Kronos headquarters.
- Management of travel and teleconferences.
- Enhance communication between technical teams and executive branch, fostering a sense of teamwork and collaboration.

Bank of Kronos

Executive Assistant

2000-2010

- Supported multiple senior managers at the headquarters office of the Bank of Kronos.
- Coordinated company functions including group training and office celebrations.
- Planned and coordinated initial hiring screening procedures.