

## Professional summary

Top-notch Executive assistance with over (15) years of experience in providing administrative support to C-level executives. Highly proficient in computer and word processing skills who is reliable and responsible with a positive attitude and strong work ethic. Possess the highest degree of integrity with a stellar record of maintaining confidentiality. Maintain excellent written and oral communication skills. Strong interpersonal skills, Team player and strives to think several steps ahead to ensure C-level executives are fully prepared before they ever ask. Able to set priorities and adjust them as necessary to accommodate demanding schedules or crucial deadlines. Seeking Senior EA roles with a great organization with brilliant culture and work ethics.

## Skills

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|--------------------------------|--|
| • C-Level Executive Support    | • Office Management                                      |
| • Microsoft Office proficiency | • Results -oriented                                      |
| • Time Management              | • Strong writing skills / Meticulous attention to detail |
| • Billing and Coding           | • Speaking   |

## Accomplishments

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Coordinated all department functions for team of employees. Increased office organization by developing more efficient filing systems and customer database protocols. Successfully planned and executed corporate meetings, lunches and special events for various group sizes/employees. Developed and implemented company's first employee manual outlining all proper business procedures and office policies.

## Experience

### **Executive Assistant, Beacon** – London (01/2020 to 4/2020)

- Complete a broad variety of administrative tasks for the CEO and COO, including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans; Itineraries, and agendas and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.

### **Executive Assistant, Jupiter Asset Management** – London (11/2014 to 9/2019)

- Work directly with the Head of Marketing to manage all affairs and ensure his schedule is maintained
- Schedule company meetings and assist with preparation of meeting materials and agendas
- Rectifying payment processing inconsistencies and implemented procedures for all Marketing staff to follow for their pay procedures
- Established and maintained a respectable credit rating with vendors
- Sole responsibility for the management and coordination of half yearly functions for 300 offshore staff and Board of Management
- Serve as a professional representative of the Head of Marketing to top-level clients and contractors
- Be the 'go-to' person for all internal and external enquiries
- Manage a small team of 4 PA's
- Perform payroll functions, such as maintaining time-keeping information and processing and submitting the payroll
- Create, maintain and enter information into databases

- Operate office equipment, such as fax machines, copiers or phone systems, and arrange for repairs when equipment malfunctions
- Greet visitors or callers and handle their enquiries, or direct them to the appropriate people according to their requirements
- Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents, such as attendance records, correspondence or other material.

**Executive Assistant, Morgan Stanley** – London (6<sup>th</sup> July 2009 – 2<sup>nd</sup> Feb 2010 (Temp) | (Perm) 8<sup>th</sup> Feb 2010 - 6<sup>th</sup> Aug 2014

- Provided direct administrative support to the Head of Legal
- Designed PowerPoint presentations for monthly divisional meetings with top-level executives
- Arranged appropriate travel, visas, agendas, necessary contacts, and country information
- Collaborated with other administrative team members, human resources, and the finance department on special projects and events
- Assist in the preparation of regulatory reporting returns to the FCA within set timeframes
- Conduct Compliance New Joiner Training for all new employees
- Health and Safety workstation assessor
- Booking meeting rooms / Setting up video conferences
- Management of holiday and sickness records
- Processing travel expenses
- Formatting and editing long contractual agreements using track changes
- Drafting and producing Seconded Agreements
- Notarizing documentation
- Operate office equipment, such as fax machines, copiers or phone systems, and arrange for repairs when equipment malfunctions.

**Executive Assistant, HSBC Private Bank Wealth Management** – London (08/2008 to 06/2009)

**Legal Secretary, Bear Sterns International limited** – London (07/2007 to 08/2008)

**Sales Support Administrator, ADECCO** – London (09/2005 to 03/2007)

**Admin Assistant, SBFI LIMITED** – London (06/2004 to 09/2005)

**NVQ Training**, London (03/2001 to 04/2004)

During this time, I did various short-term temp roles that coincided with my NVQ training.

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## Certifications

**Cert Prep: PRINCE2® Foundation and Practitioner** October 2020

**Linkedin / PMI** - Online

Obtained Certificate

**Certification in Level 3 Conflict Management and Resolution** Sep 2019

**CPD / OPLEX** – London

Graduated with distinction

**Certification in Level 3 & Level 4 Office Management:** Jul 2019

**CPD / OPLEX** – London

Graduated with distinction

**Business Administration NVQ Level 2:** Nov 2003

**COTECH MODERN COLLEGE OF TECHNOLOGY** – London

Graduated with distinction

**Business Administration NVQ Level 1:** Aug 2002

**PDA Training LTD** - London

Graduated with distinction

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**The Brit School** - London - English, Maths, science, French, Drama, Dance