

Biography

Alexandra Reynolds
Director, Executive Assistants

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Alexandra Reynolds established Executive Assistants in March 2011. Prior to that, Alexandra spent 12 years at Herbert Smith LLP, 9 years of which working as Managing Executive Assistant to the firm's Senior Partner, the now Lord Gold.

Executive Assistants provides high level professional support services, in particular senior level executive assistance, personal assistance and administrative & support services to small companies and individuals who do not want the overheads of employing a full complement business support team, but who require all the support such a team would provide (and more). It's values – work hard, deliver excellence, think imaginatively and add real value.

Executive Assistants works virtually, from remote locations and can also provide on-site support on an ad hoc basis if and when required. Services are fully tailored to the clients' needs, the aim being to provide as much or as little support, at the right level, as and when required by the client. Services can be provided on a regular on-going basis, on a project basis or simply on an ad hoc basis. Support can be provided at basic administration level, secretarial level, as a personal assistant, a project manager and also at a managing executive level. Executive Assistants also provides consultant services to new companies and individuals setting up business (as well as already established companies), giving advice and providing assistance regards administrative systems as well as guidance on IT infrastructure and branding. As well as supporting business services, Executive Assistants also provides private and personal support.

Profile: Alexandra is a highly experienced, executive level personal assistant. She is proficient in organising strategic level projects and liaising with senior and executive levels. She has a reputation for excellent delivery, decision making, using her judgment wisely and being able to conduct herself to the highest standard professionally, with the utmost discretion. She is quick to assess the essential needs of any project and translates that in to practical actions allowing others to delegate, confident in the knowledge that the objectives will be met fully. She is able to build and maintain relationships, which enables her to be trusted with the most sensitive and confidential of information. She thrives on taking on a great deal of responsibility in a pressurised and demanding environment and with her natural drive, ensures that she understands the ultimate goals. Combining that with her strong operational and organisational skills and clear concise communication, achieves results.

Specialties • Excellent practice management, work planning and organisational skills – getting results in the most expeditious way • Excellent process improvement and change management skills • Strong project management skills • Highly experienced contact management - excellent oral and written communication • Strong relationship management skills • Excellent software and IT skills with a proven ability to set up new systems • Strong people management and development ability.