



CONTACT INFORMATION

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English (mother tongue)

LANGUAGE

SKILLS

- Proficient Microsoft office Suite
- Strong organisational, verbal & written communication
- Handle multiple tasks
- Time management
- Social media (Facebook, Instagram) setting up emails, designing signatures
- iMovie videos for presentations
- WordPress
- Graphic Design
- Client liaison with international Companies
- Multitasking

KIM WINTERSTEIN

I am a highly motivated energetic and confidence with exceptional organization skills. I am a quick learner and not intimidated with new challenges, responsibilities and always maintain a positive attitude.

I embody a proactive worth ethic along with meticulous attention to details, trustworthy, loyal, professional with clients and work well with teams. I would like to find a permanent position that I can grow in the company

EXPERIENCE



MITRELLI

Executive Assistant to COO

SEPTEMBER 2022 – DECEMBER 2022

- Participate in weekly leadership team meeting, as well as generate agendas, recorded minutes, follow up on action items.
- Design and execution of all Company presentations, marketing reports, proposals, and correspondence.
- Booking and coordination of all International Travel, including appointment scheduling Globally, including expenses.
- Scheduled appointments, ensuring that itinerary was not overbooked and that engagements were met in a timely manner.
- Manage overbooked calendar to ensure optimal use.
- Plan and coordinate offsite meetings, preparation of materials and logistics for meetings.
- Maintain strong working relationships internally and internationally with staff and clients
- Prepare board room for meeting - setting up projectors, skype, drinks and snacks.
- Prepare or acquired meals amenable to current dietary concerns.
- Design and distribute gift cards for special occasions, birthdays, and holidays, including sourcing gifts.
- Answered phone calls, emails, and other electronic messages. Sorted mail and prepared correspondence.



NUTRIPR

Executive Assistant & Media Relations Executive

November 2021 – AUGUST 2022

- Answered calls, responded to emails, and spoke with clients face-to-face.
- Proactively participated in meetings and helped create new practices.
- Helped customer complaints with empathy and composure.
- Processed a range of documentation and entered information into databases.
- Participated in weekly leadership team meetings as well as followed up on action items
- Performed research, create press kits and media coverage reports, including outsourcing of all media
- Researched media contact list and handled special projects as assigned
- Design, produced and edited presentations, marketing reports, client proposals and correspondence.
- Booking and coordination of all International Travel, including appointment scheduling Globally
- Management of and coordination of confidential correspondence and all contracts and agreements for CEO

Novel Solutions – Israel (closed due to covid)

Personal Executive Assistant & Backoffice

August 2017 – SEPTEMBER 2021

- Provided administrative support for data entry and worked with back-office staff to maintain and keep records.
- Developed innovative solutions for proper handling of queries and diligently perused reconciliation statements
- Financials and weekly balances
- Developed efficient workflow processes that allowed the inclusion of additional responsibilities.
- Improved direct marketing responses.
- Booking and coordination of all appointment scheduling Globally
- Designing website & logos for clients & set up all templates for documents & PP Presentations
- Incoming and outgoing expenses management

South Africa

Maselle & B-I-G Consulting

Personal Executive Assistant

JANUARY 2003 – FEBRUARY 2017

- Coordinate the company's advertising and activity on numerous social networks
- Design and execution of all Company presentations, marketing reports, proposals, and correspondence.
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- Scheduled appointments, ensuring that itinerary was not overbooked and that engagements were met in a timely manner.
- Manage overbooked calendar to ensure optimal use.
- Plan and coordinate offsite meetings, preparation of materials and logistics for meetings.
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