

NAME

Job Title

Email address and phone number

Location Postcode City

Date of Birth xxxxxxxx

Marital Status xxxxxxxx

Nationality xxxxxxxx

Visa status xxxxxxxx

Languages xxxxxxxx - native, xxxxxxxx – C1 and xxxxxxx B1

Professional
head shot

Profile

A proven Personal Assistant with extensive experience supporting at senior management level within a variety of different industries. Strong verbal and written communicator, with excellent time management and technical skills. I pride myself on my ability to multi-task and can work accurately in a fast-paced environment. An enthusiastic and motivated team player who is positive, proactive and collaborative. Confident working autonomously, I also enjoy building strong relationships with colleagues and stakeholders, at all levels.

Employment History

Personal Assistant to Managing Director

November 2019 – Present

[company name], [location]

Key Responsibilities:

- Acting as first point of contact: dealing with phone calls and welcoming clients
- Arranging travel, transport and accommodation and preparing detailed work/private itineraries
- Credit card reconciliation and expenses management
- Assisting in preparing presentations and compiling information

Personal Assistant / Team Assistant

Dec 2017 – October 2019

[company name], [location]

Key Responsibilities:

- Diary management, organising meetings and conference calls, handling scheduling conflicts
- Helping to organise company shoots and project completion dinners
- Conducting research and other ad-hoc duties when requested

Office Administrator

Oct 2015 – Nov 2017

[company name], [location]

Key Responsibilities:

- Proofreading documents
- Booking train and hotel tickets for all staff in the UK
- Preparing meeting rooms and organising calendar for the meetings

Receptionist / Reservationist

Aug 2014 – Sep 2015

Private Members Club, Zurich

Key Responsibilities:

- Welcoming members and guests
- Expenses management

Waitress

Aug 2013 – Jul 2014

Café/bar, Zurich

Education

Executive PA Diploma – Distinction

Sep 2016 – Sep 2017

Bachelor's Degree

Sep 2012 – Jul 2015

Secondary School Education

Sep 2005 – Jul 2012

Interests

I have a great passion for sport, in particular football. I play in my local league and have done since childhood, winning several titles. I love the team camaraderie and competitive spirit. I've also spent several summers backpacking around the world; I'm fascinated with meeting new people and learning about new cultures, and love planning a route through far-flung places.