

NAME
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PROFESSIONAL OBJECTIVE

Strong desire to work for a healthcare organization as an Executive Assistant to CEO. Offers high proficiency in administrative and human resources tasks to engender continuous, efficient support.

POSITIONING STATEMENT

Executive assistant with expertise in organizing, planning, communicating and problem-solving. I have a solid educational background in Business Administration (Master and MBA degrees respectively obtained in France and in USA) that enables me to perform analytical tasks. I have a proven track record in assisting C-level executives in multinational companies and therefore a superior knowledge of corporate organizations. My strengths include multi-faceted skills, strong problem-solving and decision-making capabilities, and so ability at working independently.

COMPETENCIES AND SKILLS

Organization and planning	Communication and coordination	Problem-solving and decision-making	Project Management
<ul style="list-style-type: none">• MS Office expertise• Travels arrangements• Agenda organization• Meetings and Confcalls scheduling• Events scheduling and organization• Expense reports management• Meetings preparation• Processes creation and implementation• Budget planning• Command of Web-conferencing tools (WebEx, Skype for Business)	<ul style="list-style-type: none">• Mastery of French and English• Communicate with managers, staff, board members• Point of contact, liaising• Gate-keeper• Response to inquiries• Follow up to assure prompt response• Management of internal and external request• Distribution of information• Preparation of letters, email, memos and minutes• Minutes drafting• Routing of appropriate matters directly to staff• Database updating• Clients and suppliers connection	<ul style="list-style-type: none">• Information search• Collection, review and summary of information• Resolution of issues and advice to manager on issues requiring executive attention• Expenses controlling• Project budget control	<ul style="list-style-type: none">• Coordination of tasks• Events planning• Relocating management• Follow up and monitoring• Standardization• Negotiation• Team-playing• Team motivating• Trouble-shooting• Coaching• Training• Listening• Tariff negotiation

TARGET MARKET

Geographic location: UK or US preferred

Organisation size: no preference

Industry/Organisation type: Multinational companies, foundations, or ONG

Organisational culture: Empowerment, collaboration, transparency, accountability

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TARGET LIST

Mutinationnal	Banks	Cosmetics	ONG
<ul style="list-style-type: none"> • Cargill International SA • Caterpillar • DuPont de Nemours International Sarl • Expedia • Firmenich SA • Givaudan Suisse SA • Logitech Europe • Oracle • PepsiCo Internationale • Rolex • Richemond International SA • Sanofi -Aventis • SGS Group Management SA • Hewlett-Packard International • Temenos • JT International • Total Suisse 	<ul style="list-style-type: none"> • HSBC • UBS • Credit Suisse 	<ul style="list-style-type: none"> • L'oréal • L'Occitane • Clarins • Estee Lauder • Elizabeth Arden 	<ul style="list-style-type: none"> • ONU • CICR - Comité International de la Croix-Rouge • HCDH - Haut Commissariat des Nations Unies aux Droits de l'Homme • OIM - Organisation Internationale pour les Migrations • OIT - Organisation Internationale du Travail • UNHCR - Haut Commissariat des Nations Unies pour les Réfugiés