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MARINA AVERY

EXECUTIVE ASSISTANT TO DIGITAL HEAD

SUMMARY STATEMENT

A highly adaptable, quick to learn, capable Executive Assistant to Digital Head ready for adjusting myself according to the different needs of company. I believe in hard work and always fulfil my responsibilities with a positive attitude and confidence over the skills and competencies which I have developed during my 5+ years of experience in building relationships. An individual with high exposure and in-depth knowledge which could be utilized in the leading projects which have a meaningful effect on the bottom-line of the company.

EXPERIENCE

EXECUTIVE ASSISTANT TO DIGITAL HEAD & MANAGING DIRECTOR / XYZ Company
Feb 2014 – 2019

- Carrying diary management including two extremely busy diaries while coordinating across multiple time zones
- Co-coordinating international travel for various events
- Overseeing large-scale & small-scale events and conferences
- Heading Salesforce (CRM) management for the maintaining the records of events
- Forging client's meetings, internal sessions, and training courses
- Frequently traveling with the team for tender and financial closing projects to assist the team with adhoc tasks, venue, catering, and client schedules and meeting room preparation.
- Facilitating the internal projects
- Onboarding and off boarding new staff which by utilizing latest technology
- Ensuring the team aligns to Macquarie's corporate card procedures and policies.
- Supervising the team expenses and reimbursement for the events
- End to end invoice payments (Supplier contacts & relationship building, creation of Purchase Order, internal approvals and processing and coding invoices through internal accounting).
- Office management (stationery, supplier contracts, technology and bills).
- Acting as the point of contact between my executives and employees/clients.
- I worked on several charity projects

Achievements:

Successfully promoted to Executive Assistant shortly after commencing as an Administrative Assistant.

Actively worked in a very busy investment bank within the Infrastructure Project Department. The role is extremely demanding, and I often am asked to work on special projects.

In my 2018/2019 performance review, I was able to successfully receive the highest possible rating, which less than 5% of Macquarie employees receive worldwide. Since, I have always been highly rated every single year as "exceeding expectations". Currently, I manage a team of 9 people. I have well covered for a long period of time the Senior Managing Director's and the Head of America/EMEA.

EVENTS ORGANIZED

- Client Event - French Open (Paris)
- Closing Deal parties (up to 200 guests in Brussels, London and Dublin)
- Teams Building Events (multiple venues)
- Client Construction Summit (onsite)
- Actively engaged in Macquarie Conferences & Wider Staff Trainings and organized multiple external speaking event/panels on behalf of my executive (in Monaco, Berlin, London, Lisbon etc.).

EDUCATION

- BACHELOR DEGREE /
HOSPITALITY MANAGEMENT
XYZ - SCHOOL - 2013
- HIGH SCHOOL CERTIFICATE /
CATERING AND TOURISM
ABC - SCHOOL - 2011

EVENT MANAGEMENT SKILLS

- Excellent Communication skills
- Negotiations skills
- Detail orientation
- Organization
- Leadership
- Computer competencies
- Stamina
- Quick & critical thinking
- Creativity and innovation
- Relationship-building
- Client-first approach
- Multitasking
- Calculation and budgeting