

Professional Profile

A naturally en

forming a

An accomplished
services sector
HNW individual
complex work
anticipating the
intelligence to

financial
most senior of
prioritising a
ative in
onal
e.

Core Skills

- Time Management
- Diary & Scheduling
- People Skills
- Accuracy

ment
communication
gement
Office

Career History

Aug 2013 - Present

Outline
Providing
Pacific Op
Australian
Australia

ean and Asia
ecretary to the
s Kelly, former

Key Responsibilities

- Delivering
- Per
- Lia
- Co
- Ar
- De
- U

ect for all
dividuals
to emergency
d the USA
ow EAs employed
s's roles as Chair
es Commission
n travelling together
planning and
nts,
and taking minutes
tions
cheduling of personal

Key Achievements

-

nt in 2014, taking on
management, overseas
ry preparation for
ent figures

Key Skills

-
-
-

Feature Writer for the
cheduled for Apr 2017)
(including 2 former
ernational travel
or to distribution

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Jan 2012 – Aug 2013

Bank
Executive Assistant to Directors (Contract)

Outline

Provided bespoke management, org

Key Achievements

- Managed 2 re
- HR duties su
- Led robust d
- moves, and
- Played a piv
- negotiating

Mar 2008 – Dec

Outline

Managed the international tr

Key Achievements

- Liaised di
- constant c
- Prepared
- contacts
- Sourced
- Led and
- househo

Jun 1999 –

Outline

Responsible household

Key Respons

- Organ
- at sho
- Manag
- attend
- Recru
- travel
- Mana
- MD,

Key Ach

- Secu
- base
- Wor
- mar
- Sel
- acc
- Lec
- en
- Pr

Edu

- P
- 8

Ref

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