
EXECUTIVE ASSISTANT

Experienced and resourceful EA with a reputation as the go-to person for executives and teams. Provides high-level, full spectrum executive support with superior organisational and prioritising skills. Makes things happen whatever the challenge by and taking initiative to create clarity from complexity and delivering seamless solution-led support with a commitment to excellence.

- **Trusted, strategic partner to senior leaders**, skilled at optimising time and ensuring flawless execution across communications, scheduling, travel, and events. Protects executive bandwidth and focuses on high-value priorities to ensure leaders are enabled and supported to perform at their best.
- **Action-oriented and adaptable with meticulous attention to detail**, with iron-clad discretion and an ability to quickly assimilate into and navigate any organisational structure and culture. Experienced in streamlining processes and systems to improve cross-functional interaction and productivity.
- **Builds genuine rapport at all levels**, working with respect and inclusivity. Approaches every challenge with openness, fostering trust through clear and concise, 'keep it human' communication, positivity, and professionalism. Brings energy and humour while ensuring excellence and precision in every task.
- **Thrives in dynamic settings**, collaborating closely with teams and leaders to achieve shared goals. Hybrid background spanning corporate, creative, and non-profit environments has led to a proactive and adaptive mindset. Eager to contribute, learn, with superb IT skills, emotional intelligence, and critical thinking.

PROFESSIONAL EXPERIENCE

WEQUAL | REMOTE/LONDON

JUL 2021 - MAY 2025

Working globally with Fortune 1000 companies, this fast-growing start up delivers online events, awards, and a paid membership platform for executives and mid-managers, assisting organisations to unlock their full, diverse talent pipeline.

EXECUTIVE ASSISTANT & PROJECT MANAGER

Hired as EA to the Founder, transitioned to supporting the CEO and running key projects as the organisation grew. Provided a blend of strategic support and operational efficiency, helping build and scale all the parts of the business.

- **Streamlined workflows, systems, and documentation** to enhance transparency and collaboration, reducing delivery time for executive-facing services and projects by 35% while boosting client satisfaction and retention.
- **Delivered value to executive members from 350+ companies** by managing four global online events monthly, overseeing from planning to execution to follow-up, coordinating cross-functional teams to meet deadlines.
- **Supported complex website and membership platform initiatives** by coordinating developers, designers, and brand stakeholders, tracking timelines, budgets, and objectives to ensure successful delivery.
- **Right hand to the VP of Marketing & Executive Branding**, coordinating priorities, managing calendars, and aligning actions across internal teams and external stakeholders to ensure smooth operations and timely decision-making.

CAREER BREAK / TRAVEL

AUG 2018 - JUN 2021

THE CROWN ESTATE | LONDON

JUL 2011 - JUL 2018

An independent organisation established by an Act of Parliament that takes a modern approach to managing its unique £16 billion national property portfolio, with history dating back to 1066.

EA & TEAM ASSISTANT / SOCIAL IMPACT PROGRAMME COORDINATOR

JUN 2015 - JUL 2018

In addition to providing EA and team support, joined the new centralised sustainability department to develop and deliver a social impact programme aligned to the organisation's community and stewardship initiatives.

- **Increased productivity time for the Head of Sustainability** through stringent prioritisation and creation of 'breathing space' while scheduling complex meetings, busy diaries, and travel.

- **Cut meeting time by 50%, meeting number by 35% and increased completion of actionable decisions by 80%;** introduced streamlined documentation and a standardised action framework.
- **Delivered a £1M cross-departmental social impact programme;** led 25 sustainability-focused projects end-to-end over two years. Drove delivery through structured planning and stakeholder engagement.
- **Provided real-time financial visibility to leadership** through stringent management of programme finances, tracking spend and producing monthly reconciliations to inform Board-level decisions.
- **Increased programme adoption and internal awareness; created** visual reporting templates and engaging comms assets that communicated value across departments and leadership.

EA TO THE HEAD OF OPERATIONS / EVENTS AND OPERATIONS ASSISTANT JUL 2011 - MAY 2015

Maximised time and eased workflow for the Head and team of 25 by controlling team diaries, inboxes, travel, expenses, meetings, and ad hoc administrative tasks.

- **Optimised executive productivity and focus;** managed inboxes, calendars, and travel across complex multi-location schedules, freeing bandwidth for strategic leadership.
- **Increased internal alignment and staff engagement by 75%;** launched Directors' Q&A forums that connected employees to leadership strategy and operational plans.
- **Improved team efficiency;** proactively resolved incoming queries in shared inboxes, removing operational blockers, and managing internal communications, freeing up focus for high-value work.
- **Delivered high-profile internal and external events;** from complex board site visits to executive conferences, managed end-to-end logistics, supplier negotiation, and real-time onsite execution.

THE RIAS | EDINBURGH

JAN 2010 - APR 2011

The Royal Incorporation of Architects in Scotland is a not-for-profit run by, and for, its members. Founded in 1916 as the professional body for all chartered architects in Scotland, the charity promotes sustainability in the built environment.

EXECUTIVE ASSISTANT TO THE SECRETARY (CEO)

Provided extensive diary, travel, and events support and managed sensitive correspondence with discretion and tact. Covered maternity leave for the Membership Manager.

- **Streamlined extensive correspondence on behalf of the Secretary;** prioritised messages and drafted responses, acting as his trusted point of contact / gatekeeper, enabling him to spend more time concentrating on strategy.
- **Retained current members at 95% and recruited c 5 new members per month;** designed and issued regular, engaging marketing communications and responded promptly and sensitively to member enquiries.

THIRDWAVE | EDINBURGH

SEP 2004 - DEC 2009

An environmental consultancy that specialised in embedding sustainability into business and the built environment.

EXECUTIVE ASSISTANT & OFFICE MANAGER

- **Eased the flow of logistics for meetings and events with clients and contractors;** synchronised diaries and travel for the Managing Director, 2 Directors, and the team, providing clear, concise itineraries and agendas.
- **Assured the smooth operation of a safe office and happy employees;** supervised facilities and resources, managed expenses, bookkeeping, payments, invoicing, petty cash, solved IT issues, and acted as First Aider.

TECH STACK

- **Microsoft Office Suite:** including PowerPoint, Word, and Excel
- **Google Workspace:** including Docs, Sheets, and Slides
- **Management Platforms:** Notion, Trello, Asana, Planner, Artifax
- **Video Platforms:** Zoom, Microsoft Teams, Google Meet
- **Other:** Xero, Salesforce, Eventbrite, Hivebrite, WordPress
- **Prince2®** Foundation and Registered Practitioner, APMG International