



ISABELLE KREBS

## QUADRILINGUAL PA/OFFICE MANAGER

I deeply wish to bring my international experience and value my relational, managerial and languages skills in a challenging position with responsibilities. I am versatile and hands on person, very details oriented with a lot of common sense.

### Looking for

**OFFICE MANAGER/PERSONAL ASSISTANTE/HOUSE MANAGER (FR/EN/GER/IT)**  
25 years of experience in Monaco and abroad

### Education

#### Advanced Vocational Certificate as Assistant Manager (En/Ger)

2010 VAE Nice

#### Advanced Vocational Certificate Spa Management/Beauty therapy

From 1990 to 1991 European Beauty School Strasbourg

#### A-Level (mathematic, Biology)

1989 Colegue St Augustin Strasbourg

### Work experience/skills

#### PA/financial controleur

From November 2019 to February 2024 Family Office Monaco

administrative support, booking flights/hotels/restaurants, agenda management, sourcing suppliers/material, running errands, online ordering, managing insurance ( yachts/cars/houses), phones/internet, bookkeeping: bank reconciliation/expenses report/monitor cash deposit/loan interests, yacht expenses, invoices check & payment

#### Office Manager/PA

From January 2018 to July 2019 LUDI SFM Beausoleil

Booking flights/hotels/car rentals for 15 technicians traveling in France & abroad, administrative support/correspondence, reception duties, meet& great clients, organizing meetings, sourcing supplier, office stationery , petty cash  
PA to CEO: organize business trips, diary management, organize/participate in meetings, sourcing & research, translations (company relocated to Nice)

#### Trilingual PA/House Manager

From November 2016 to March 2017 Saqqarah Fine Art Gstaad (Switzerland)

Private art collector: general administrative support Fr/EN/GER, email dictation in direct typing, art work management: dealing with transporters, insurance, auctions houses, inventories, organizing events, managing chalet & household staff (seasonal contract)

#### Office manager/PA

From November 2013 to November 2015 Ankor Energy Group Monaco

Oil & Gas trading company, general PA duties/accounting, new office set up: sourcing removal company, interior designer, new furniture, organize office transfer, organizing company events: sourcing suppliers/services provider ( company relocated to Italy)

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### Languages

#### French

Mother tong

#### English

Fluent spoken, written (Bulats C1)

#### German

Fluent spoken, good written knowledges

#### Italian

Fluent spoken, basic written

### Computer skills

**Windows: Word, Excel, PPT, Outlook, internet**

**Accounting: Quickbook**

### Assets

**Organised, Autonomous, self motivated, creative**

**Multi tasks, adaptable, details oriented**

## Assets

**Manage priorities, spirit of initiative, common sense**

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## Interests

**Hiking, Biking, Yoga, Travelling, Gardening, Animals lover, Restoring furniture and artistic creations**

## Work experience/skills

### Executive Assistante/PA

From February 2011 to December 2012 [Time Prestige Services Monaco](#)

Planning/organizing events: ART MONACO at Grimaldi Forum (liasing with exhibitors, advertising, organizing event opening) , Staff recruitment for private households: sourcing candidates, interviewing, placement, training (company relocated to Switzerland)

### Trilingual PA/Charter Assistant

From July 2009 to March 2010 [Dahm international Monaco](#)

Yachting Company, charter proposal FR/EN/GER, participating at MYS, update the CRM data base (temporary mission)

### Executive/Personal Assistant to the CEO

From April 2007 to April 2009 [Wellness & Cruise Monaco](#)

Consulting Company for Cruise ship/5\*Hotels (Owner relocated to USA)

### Personal Assistant

From January 2006 to February 2007 [Superfund Group Monaco](#)

PA to owner and family, booking flights/hotels/ transfers, managing property/home/Yacht/jet, insurances/claims, general administrative duties, procurement manager: sourcing suppliers/household goods (company closed)

## International Experience

### Assistant Spa Manager

From 2003 to 2005 [Victoria Jungfrau Grand Hotel & spa 5\\* Interlaken \(Switzerland\)](#)

Executive position: managing/supervising team of 20 therapists, organise rota, stock mangement, weekly executive meeting, staff training & supervision, responsible for maintaining quality of services & standards within 5\* hotels, drafting a manual procedures, sales/marketing, public relations, meet & great VIP

### Head of Spa

From 2001 to 2003 [Palace Hotel 5\\* Gstaad \(Switzerland\)](#)

Responsible for the beauty Spa "La Prairie", face & body treatments, staff planning, stock and inventory of products, tailor made services for VIPs

### Senior Spa Thérapist

From 1999 to 2001 [Worked with ESPA leading spa company for 5\\* hotels](#)

Hotel Schweizerhof (Austria), Hotel Anassa (Cyprus), Hotel Turnberry (Scotland)