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Languages

French

Mother tongue

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: QuickBooks

Assets

Organized, Autonomous, self motivated, creative

Multi tasks, adaptable, details oriented

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.

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 College St Augustin Strasbourg

Work experience/skills

Office Restaurant Manager (cadre)

Since July 2025 99 Sushi Bar Monaco

HR management: prepare monthly payroll elements for 30 staff members (absence, sickness, holidays...), update plannings, responsible for employment processes (extra, CDD, CDI), manage staff turnover, liaising with accountants & Monaco authorities

Accounting & financial monitoring: collect monthly suppliers' invoices, enter in Oracle (GRN), manage expenses reports/petty cash/bank deposit, track payments & reconciliation (SOA, preparation of monthly cost report.

General administrative support, manage & file all documents, liaise with Monaco authorities, lawyer, insurances...

PA/Financial Controller

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 & greet 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)

Assets

Manage priorities, spirit of initiative, common sense

Interests

Hiking, Biking, Yoga, Travelling, Gardening, Animal's lover, Restoring furniture and artistic creations

Work experience/skills

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)

Executive Assistant/PA

From February 2011 to December 2012 **Time Prestige Services Monaco**

Planning/organizing events: ART MONACO at Grimaldi Forum (liaising 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, organize rota, stock management, weekly executive meeting, staff training & supervision, responsible for maintaining quality of services & standards within 5* hotels, drafting a manual procedure, 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 Therapist

From 1999 to 2001 **Worked with ESPA leading spa company for 5* hotels**

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