



Bilingual Executive Assistant / Operations Coordinator

« A solid experience in international groups with Executives »

RESPONSIBILITIES

Administration

- Enable the CEO to focus on the company mission through proactive engagement in and management of personal administrative responsibilities
- Act as a gatekeeper to proactively manage the CEO personal and professional calendar & coordinate complex international and domestic travel arrangements
- Perform ad-hoc projects such as preparing reports and presentations
- Run personal and business errands for the CEO
- Coordinate internal and external meetings and take effective meeting notes

Marketing

- Keep projects on track as well as follow up and touch base so everyone knows what projects are happening each month
- Work with sales teams to provide client support
- Assist in the preparation of proposals
- Coordinate with internal and external stakeholders to schedule promotions and traffic creative assets for these assets

Communication

- Events organization in France and abroad and set up actions to promote them (seminars, product launches...) & Manage press relations...
- General communications team assistance, including project overflow
- Assist with media monitoring process and produce daily media reports
- Track social media ensuring it aligns with the firm's strategy
- Identify opportunities for creative campaigns across various social platforms,
- Help draft talking points for media interviews and events

Human Resources

- Prepare job descriptions and manage job advertisements.
- Develop and implement recruitment strategies that utilize an assortment of search techniques (networking, social media, advertising, and employee referral) to develop a slate of qualified candidates.
- Manage pre-employment and on-boarding processes by ensuring timely contact, feedback, and customer support throughout the overall recruiting and onboarding process.

Finance

- Ownership over the day-to-day operations of invoicing, purchase orders and payment using SAP or Oracle and other business programs
- Interface with Controllingship and Accounts Payable to ensure vendor setup, and processing invoicing is accurate and efficient
- Reconcile purchasing cards, executive travel, and expense reports

Regulatory

- Transparency: DMOS: CNOM (Idahe) - CNOP

Personal Attributes

- Confident, Reliable, Collegiate, Flexible, and Adaptable - Highly efficient and extremely organized
- Ability to multitask and prioritize with strong attention to detail
- Good understanding ability
- Able to interface with all levels of management
- Strong interpersonal skills and ability to build relationships with stakeholders, clients, and team members

Computer & Language skills

- Proficient knowledge of MS suite: Outlook, Word, Excel, and PowerPoint
- Finance : Oracle, SAP, ACE, Concur
- Others: DocuSign,

Strengths

- English: Fluent (both written and spoken)
- Italian, Russian: training in progress
- Spanish, Chinese (basic level)

Qualifications

- **2022** - Human Resources Executive Assistant diploma (in progress)
- **2021** - Events Communication Project & Bilingual Assistant -diploma - CNFDI
- **2014** - Events Communication Officer: Communication Officer & Coaching - CERFPA
- **2013** - Master 1- in Communication Pro Events, Public Relations & Pres 2.0 - European Communication School of Paris
- **2012** - Bachelor Economics and Management Degree in "International Business" - CNAM Paris
- **2007** - Public Relation Diploma - CNFDI

Personal interest

- **Sports:** French Tennis Federation's licensee, French Boxing & Fitness
- **Fashion:** Familiar with fashion and trends: Freelance model (for young designers & "underwear" showrooms)
- **Travels:** A taste for adventure and discovering new cultures - many times to Europe, South & North America

Experiences

January-February 2022 – Executive Assistant to the Director of the Association - CEP Association Mouans Sartoux (Temporary contract)

- Liaise with internal associates and outside partners, including senior-level management, and Board members on sensitive or confidential subject

September 2021 – Secretary - Cyril Dardenne Electricity – Cannes Mandelieu la Napoule (Temporary contract)

- Manage customer documents, ensure collection & recording of invoices
- Recording of invoices, Edit price sheets

2017 à 2021 - Operations Coordinator - Incyte France – Boulogne Billancourt (CDI)

- Renegotiate general service contracts: - 15% on annual costs
- Manage the continuity of events, ± 300 contracts per year
- Follow the budget: create the expenditure commitments of the subsidiary ± 400 per year

2015 à 2016 – Executive Assistant to the General Manager France & Benelux- Shire France Boulogne Billancourt (CDI)

- Personal Assistant & Event coordinator - Budget ± 20 K€ (twice per year)

2008 à 2014 - Bilingual Executive Assistant (3 départements) - Inneov- Joint-venture L'Oréal – Nestlé – Asnières sur Seine (CDI)

- Coordinate & prepare all materials for the: Strategic & Prospective Committee...
- Organise the brand participation at Nestlé's General assembly in Switzerland, create the stall, participate, ensure the public relations ± 4000 actioners -: budget ± 35 K€

2006 à 2007- Bilingual Executive Assistant (: 5 managers) - Tavel Retail Europe Lancôme France / L'Oréal Luxury Products – Levallois Perret (CDD)

- Interface between the international subsidiaries and the Management
- Organize events: main international clients & corporate events, (sales: ± 300 K€ - 120 attendees: Marbella, Biarritz - Head-office: ± 100 K€ - 45 attendees: La Réunion, Rio)

2004 À 2006 - Sales Assistant Travel Retail EMEA - L'Oréal Luxury Products Division (EMEA) – Levallois Perret - CDD

- Interface with Customer Service, Merchandising, Product Development and Operations
- Organizing and managing the showrooms during market and appointments; scheduling, food, samples

1991-2004- Several temporary jobs

- Executive Assistant: EDF Presidency Cabinet, Hachette Filipacchi media, Swarovski France –
- Legal & Financial Executive Assistant: Marathon Productions
- Sales Assistant: Guerlain EMEA, Reed Exhibition