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Language Skills

French

Mother tongue

English

Fluent spoken/written (BULATS C1)

German

Fluent spoken, good written

Italian

Fluent spoken, basic written

Computer skills

Windows: Word, Excel, Power Point, Outlook, internet

Accounting: QuickBooks

Assets

Organized, Autonomous, self motivated, creative

Multi tasking, adaptable, detail oriented

ISABELLE KREBS

SENIOR PA/EXECUTIVE ASSISTANT/OFFICE MANAGER/FAMILY OFFICE

I am eager to bring my international experience and contribute my interpersonal, managerial, and language skills to a challenging position with responsibilities. I am a versatile and hands-on professional, highly detail-oriented, with excellent 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 (mathematics, Biology)

1989 College St Augustin Strasbourg

Work experience/skills

Office Manager (cadre)

From July 2025 to Dec. 2025 99 Sushi Bar Monaco

- Managed HR administration for a team of approximately 30 employees, including monthly payroll inputs, absences, sick leave and holidays.
- Updated staff schedules and supported employment processes for temporary and permanent contracts (extra, CDD and CDI).
- Monitored staff turnover and liaised with accountants and Monaco authorities on administrative matters.
- Managed supplier invoices, expense reports, petty cash and bank deposits; monitored payments and account reconciliations.
- Prepared monthly cost reports and maintained accurate administrative and financial records.
- Provided broad administrative support and coordinated with authorities, lawyers and insurance providers. (Position ended following an economic redundancy)

PA/Financial Controller

From Nov. 2019 to Feb. 2024 Family Office Monaco

- Provided confidential administrative and personal support within a Family Office environment.
 - Managed travel arrangements, including flights, hotels and restaurants, as well as executive calendars and appointments.
 - Sourced suppliers and materials, managed online purchasing and coordinated day-to-day requests and errands.
 - Administered insurance matters relating to yachts, cars and properties.
 - Handled bookkeeping tasks including bank reconciliations, expense reporting, cash deposits and loan-interest monitoring.
- Reviewed and processed yacht and property-related invoices and monitored payments

Office Manager/PA

From Jan. 2018 to July 2019 LUDI SFM Beausoleil

- Arranged international travel for 15 technicians, including flights, hotels and car rentals.
- Provided administrative support, correspondence handling, reception and client welcome.
- Organised meetings, sourced suppliers and managed office stationery and petty cash.
- Supported the CEO with business travel, diary management, meetings, research and translations. (Company subsequently relocated to Nice)

Assets

Manage priorities, spirit of initiative, common sense

Interests

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

Work experience/skills

Trilingual PA/House Manager

From Nov. 2016 to Mar. 2017 [Saqqarah Fine Art Gstaad \(Switzerland\)](#)

- Provided French, English and German administrative support to a private art collector.
- Managed artwork logistics, transporters, insurance, auction houses and inventories.
- Coordinated chalet and household staff and supported the organisation of private events. (Seasonal contract)

Office manager/PA

From Nov. 2013 to Nov. 2015 [Ankor Energy Group Monaco](#)

- Provided executive assistance/general administrative and accounting support
- Set up and organised a new office, including sourcing removal services, interior design, furniture and office suppliers.
- Coordinated the office transfer and organised corporate events and external service providers. (Company subsequently relocated to Italy)

Executive Assistant/PA

From Feb. 2011 to Dec. 2012 [Time Prestige Services Monaco](#)

- Supported the organisation of ART MONACO at the Grimaldi Forum, liaising with exhibitors and advertising partners and coordinating the opening event.
- Managed recruitment for private households, including candidate sourcing, interviews, placements and training. (Company subsequently relocated to Switzerland)

Trilingual PA/Charter Assistant

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

- Prepared yacht charter proposals in French, English and German.
- Supported participation in the Monaco Yacht Show and maintained CRM data. (Temporary assignment)

Executive/Personal Assistant to the CEO

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

- Provided executive and personal assistance within a consulting company specialising in cruise ships and five-star hotels.
- Supported day-to-day administration and coordination for the company owner and business activities

Personal Assistant

From Jan. 2006 to Feb. 2007 [Superfund Group Monaco](#)

- Provided personal and administrative support to the owner and family.
- Managed travel bookings, transfers and arrangements relating to properties, homes, yachts and private aircraft.
- Coordinated insurance matters and claims and handled general administrative duties.
- Managed procurement and sourced suppliers and household goods. (Company subsequently closed)

International Experience

Assistant Spa Manager

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

- Managed and supervised a team of 20 therapists, including rota planning, training and performance supervision.
- Managed stock and inventory and participated in weekly executive meetings.
- Maintained five-star service standards and drafted operational procedures.
- Supported sales, marketing, public relations and VIP guest relations

Head of Spa

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

- Managed the La Prairie beauty spa, including staff planning, stock and product inventory. Delivered tailored services to VIP clients

Senior Spa Therapist

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

- Worked in leading five-star hotel environments including Hotel Schweizerhof (Austria), Hotel Anassa (Cyprus) and Hotel Turnberry (Scotland).