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Verneuil-l'Étang (77390)

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## EXECUTIVE, Sénior

### EXPERIENCES PROFESSIONNELLES

oct. 2021 /

#### Assistant to

SERVICENOW Executive

Paris Ability to build trust, strategic relationships with many types

oct. 2021 - Present of people in a variety of roles, especially executive leadership

Highly organized and detail oriented with a proactive work-style  
Strong scheduling / coordination skills especially as it relates to  
managing calendars, written communication and build efficiency  
as well as balance for the executives

Used to performing in fast paced environments with last-minute  
changes

Proven capacity to execute reliably by solving problems  
proactively and prioritizing time and tasks

Tech-savviness : Ability to quickly learn new technologies,  
programs and applications

True enjoyment from helping others and building strong office  
culture !

sept. 2018 /

#### Executive Assistant to Sales AVPs

Paris

Paris Supporting 3 top executives in their day to day challenges with  
août 2018 - sept. integrity & trust

2021

Mastering EA basic skills such as handling confidential matters,  
managing complex calendars, planning meetings, arranging  
domestic and international travel & related arrangements,  
reporting expense

Working without close supervision, handling multiple projects  
and ensuring productive work flow.

Experience Takeaway in addition to EA basics: \* Developing  
additional EA competencies : Emotional Intelligence, agility, work  
from home, diplomacy and negotiation skills, top-notch  
communication, anticipation and Technology / software skills. \*  
Project leader for teams' awareness, wellness, motivation and  
entertainment. specifically during work from home and social  
distancing period. \* Federated team, working with the extended  
functional teams before and during social distancing era

mai 2017 /

#### Executive Assistant to Head of Digital and Big Data SOLUTIONS

AXA GROUP

SOLUTIONS Experience Takeaway in addition to EA basics:

Paris Teambuilder skills: Planning and organization of team events

mai 2017 - août 2018 Implementation of team initiatives promoting & encouraging

communication, experience sharing within the team

Small Management skills: Hiring, training and managing of a junior  
EA (internship supervisor) Corporate Process awareness :

Ensuring compliance of initiatives with corporate rules

mai 2012 / mai 2017

### **Personal Assistant to CFO & CDO**

YRI EUROPE

Paris Experience Takeaway in addition to EA basics: CxO advanced  
mai 2012 - mai 2017 support: Personal and business-related support to expatriate

CxOs and families Calendar management in agile mode and fast  
paced environment

Working closely with LT and others relative to Yum board for a  
flawless running of LT's meetings.

Point of contact to CXOs from other markets providing logistical  
& local support.

Travel arrangements :

Overseeing travel, Coordinating travel documents.

Monitoring and adhering to all international travel regulations  
when organizing trips. Handling emails:

Routing or answering correspondence not requiring supervisor's  
attention, analyzing situations and responding accordingly.

Organizing team meetings, events and celebrations

Reviewing and tracking expense reports, coding and tracking  
invoices.

Managing and reviewing department budgets.

Strong team builder skills:

Organization of team events, team challenges & reward;

Implementation of initiatives in order to promote team cohesion

janv. 2009 /

### **Executive Assistant to CMO & COO**

UNIBAIL RODAMCO

Paris discovery of the retail sector Accurate follow up of department  
déc. 2009 - avr. 2012 budget

Relational & communication skills: Contacting VIP of global  
brands Handling French and English language communication,  
correspondence, advises with VIP's Forging relationships with  
overseas partners to ensure healthy business relations and  
information exchange. Advanced organizational skills

Coordinating high-level conference calls, board and management  
meetings, special events, and travel arrangements for CxOs,  
ensuring a smooth and successful outcome.

janv. 2006 / oct. 2009

### **Assistant to General Manager and Head of Finance**

Paris

management: Hired for a newly created position reporting  
directly to the GM, managing a variety of administrative matters  
with accuracy and by priority.

Outfitting and furnishing of the spaces

Implementation of new processes in order to reduce the BU  
spending costs Negotiation skills / Communication & follow up  
with external interlocutors Finding new vendors &  
subcontractors

Negotiating service and fees

Serving as gatekeeper by screening and directing incoming calls  
and visitors

## **DIPLOMES ET FORMATIONS**

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/ juin 1999

**LICENCE** - BAC+3

UNIVERSITE PARIS X; NANTERRE Nanterre

/ juin 1995

**Baccalaureat L** - BAC

LYCEE LEON BLUM; Créteil

## **COMPETENCES**

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Big Data, agile, SALESFORCE, SERVICENOW

## **COMPETENCES LINGUISTIQUES**

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