

NAME

Executive & Personal Assistant

PROFILE

HIGHLY EXPERIENCED, dedicated and efficient Executive & Personal Assistant with track record of providing first-rate services to top executives in the media and entertainment industries, as well as experience of both in-house and private legal practices.

In-depth working knowledge of entertainment industry product lifecycle and ability to coordinate complex projects and multiple functions within tight deadlines and under pressure.

Level-headed, dependable and engaged professional with developed business-management and communication skills, as well as the ability to hit the ground running in new and fast-paced environments.

SEEKING interesting and challenging Executive/Personal Assistant role in the creative & media, hospitality or property industries, or alternatively in a private capacity.

PROFESSIONAL ACHIEVEMENTS

- ≈ Project management and PA/EA for entertainment company covering everything from music to commercial/publishing/press/marketing, incl. increasing yoy sales/profits, as well as diplomatically managing the entire company's business affairs department
- ≈ Creation and roll-out of streamlined administrative systems and procedures

CAREER SUMMARY

2011-present	GENERAL MANAGER	The Harp Public House
2010–2011	TEMPORARY PA ASSIGNMENTS	Universal Music Group
2002–2010	ASSISTANT TO DIRECTOR OF BUSINESS AFFAIRS PRODUCT DEVELOPMENT MANAGER	19 Entertainment Ltd
1997–2002	LEGAL PA / SECRETARY	Harbottle & Lewis LLP
1993–1997	LEGAL SECRETARY TO PARTNER	Piper Smith & Basham
1990–1993	LEGAL SECRETARY	H M Gowing & Son

CORE COMPETENCIES & AREAS OF EXPERTISE

- ≈ Complex organisational systems
- ≈ Executive PA functions
- ≈ Research and development
- ≈ Project management
- ≈ Public relations, presentation & diplomatic skills
- ≈ Business affairs (travel, expenses, etc.)
- ≈ Liaising with clients & internal partners
- ≈ Records & database management

PROFESSIONAL EXPERIENCE

Oct. 2011–present THE HARP PUBLIC HOUSE, Covent Garden London

General Manager

Own family business and multi-award-winning pub

Duties & responsibilities:

- ≈ Managing staff rotas & running day-to-day operations
- ≈ Recruitment & selection, incl. liaising with agencies for temporary staff
- ≈ Stock control and ordering

Sept. 2010 – Oct. 2011 UNIVERSAL MUSIC GROUP / CAREER MOVES GROUP, London

Temporary PA Assignments

UNIVERSAL MUSIC GROUP

- ≈ ISLAND RECORDS
Assistant to Director of Business Affairs
- ≈ MERCURY RECORDS
PA to President
- ≈ DECCA RECORDS
Assistant to Director of Business Affairs

CAREER MOVES GROUP

- ≈ MTV
EA to EVP
- ≈ CHANNEL 4
**Editorial Administrator /
Assistant to Head of Entertainment**

Nov. 2002 – May 2010 19 ENTERTAINMENT LIMITED, London

Jan. 2009 – May 2010 Product Development / Merchandise Manager

Nov. 2002 – Jan. 2009 Assistant to Director of Business Affairs

International owner & producer of hit television properties incl. American Idol (US) and Pop Idol (UK), as well as partnerships with some of the biggest names in sports, music and fashion, incl. the Beckhams, Andy Murray and Carrie Underwood

Duties & responsibilities:

Product Development / Merchandise Manager

- ≈ Working with and briefing external creative partners to create global tour merchandise ranges for venues, retail outlets and e-commerce stores, incl. American Idol Live Tour, American Idol winners (Carrie Underwood / Chris Daughtry / David Cook / Kris Allen), Will Young, Annie Lennox, and So You Think You Can Dance Tours (USA/UK/Canada/Australia)
- ≈ Managing creation of online merchandise for Annie Lennox, The David Beckham Academy and Andy Murray
- ≈ Overseeing all aspects of merchandise ranges from conception and client/artist approval to vendor sale
- ≈ Financial monitoring of projects, working with budgets and determining pricing structures for maximised profit
- ≈ Negotiating fees and contracts with licensors for use of album artwork / press shots / photo shoots and other relevant media
- ≈ Assisting with organisation of photo shoots to obtain assets for tour merchandise, press, website and sponsorship use

Assistant to Director of Business Affairs

- ≈ First point of contact for all legal/business affairs enquiries
- ≈ Organising and carrying out administrative duties, incl. dealing with emails/correspondence, monitoring contractual obligations and deadlines, and payment of invoices
- ≈ Producing standard agreements and drafting all non-disclosure agreements / release forms
- ≈ Managing department's standard contract templates and online filing systems
- ≈ Complex diary management for director and four managers
- ≈ Extensive international travel arrangements
- ≈ Ad hoc project work, incl. research

Sept. 1997 – Nov. 2002 HARBOTTLE & LEWIS, London

Legal PA / Secretary

Specialist law firm for the media, communications and entertainment industries. Providing PA and secretarial assistance to Partner and two associates in the Music Department

Duties & responsibilities:

- ≈ Screening and dealing with telephone enquiries/emails
- ≈ Diary management and meeting and travel arrangements
- ≈ Maintenance of electronic/paper filing systems
- ≈ Audio/copy typing, incl. producer, management, recording and publishing agreements
- ≈ Maintaining contract templates
- ≈ Dealing with correspondence

Aug. 1993 – Aug. 1997 PIPER SMITH & BASHAM, London
Legal Secretary to partner
General solicitors specialising primarily in private client work

Jan. 1990 – Aug. 1993 H M GOWING & SON, London
Legal Secretary
Small private-client solicitors practice specialising in private-client work, incl. residential conveyancing / wills & probate and civil disputes

EDUCATION & PROFESSIONAL TRAINING

WESTMINSTER COLLEGE, London **Legal Secretarial Diploma**

THOMAS MORE RC SCHOOL, Surrey **O levels: x5 grades A–C**

IT

Proficient in Microsoft Office for both Mac & PC, incl.: Word, Excel, Outlook & PowerPoint

PERSONAL INTERESTS & ACHIEVEMENTS

- ≈ Dramatic Arts – certifications obtained from LAMDA, RADA and the Poetry Society
 - ≈ Music – managing band & organising events to showcase local bands
 - ≈ Pilates & swimming ≈ Ethnology ≈ Cooking
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PERSONAL INFORMATION

Address: Email:
Mobile: Driving licence: Full/clean

REFERENCES

Available on request