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## Sally Peterson

### Personal profile

Dedicated administrative and business support professional with experience assisting senior business leaders and teams within fast-paced environments. Proven success in performing duties with the utmost discretion and professionalism. Adept at remaining responsive to changing business needs and delegating tasks to safeguard smooth business operations.

### Skills

Administration, diary management, travel arrangements, event planning, transcribing dictation, reporting, database management, business letters, filing, and expense management.

### Work experience

#### Personal Assistant, Resource Solutions, London, UK (2019 - Present)

Provided seamless assistance to Office Manager, including travel arrangements, diary management, and taking meeting minutes. Supported daily office functions, reviewed all incoming correspondence, and processed all expenses/invoice payments. Coordinated monthly board meetings, prepared board packs, and distributed minutes.

- Created an Excel tracking sheet to manage business and personal matters more efficiently.
- Trained and supervised three executive assistants.

#### Administration Assistant, BDO LLP, Wessex, UK (2017 - 2019)

Assisted with administration tasks such as travel arrangements, expenses, and official business communication. Established and maintained professional relationships with clients and business partners, enabling teams to be more efficient. Utilised problem-solving, planning, and time management skills to coordinate multiple meetings and events.

- Managed complex international travel itineraries for up to four destinations per week.
- Adapted to a complex operating system, simplifying operations for multiple teams, improving productivity and cross-team collaboration.

### Education

Level 3 Personal Assistant Diploma, Lewis College, Wessex, UK