

Curriculum vitae

PERSONAL DETAILS

Name	Alexis Williams
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PERSONAL PROFILE

Established administrative and business support professional with experience assisting senior business leaders and teams in 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

Calendar management, travel arrangements, meeting and event coordination, and file management.

WORK EXPERIENCE

Executive Assistant, Resource Solutions (2019 - Present)

Provided seamless executive assistance to the CEO, including travel arrangements, diary management, and meeting minutes, and assisted with personal matters. 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.

Personal Assistant, BDO UK LLP (2017 - 2019)

Managed the diary of the CEO and carried out personal assistant tasks such as family travel arrangements while maintaining confidentiality. Established and maintained professional relationships with 300+ high-profile clients and business partners, enabling the CEO and team 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 the CEO to improve both productivity and cross-team collaboration.

EDUCATION

Bachelor of Arts in English Literature | University of London, 2016

CERTIFICATES

CPD, Executive Personal Assistant, 2020