# **Rhiannon Lawrence** | Executive Assistant

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# Profile

* I am a professional Executive Assistant with 7 years’ experience, competent in providing flexible comprehensive support to an Executive Director team.
* I have built and developed excellent communication skills, both internally and externally, and I am confident in my own abilities.
* I am a strong decision maker and able to manage my own workload, with the proven ability to work both independently and closely with my colleagues.
* I am highly IT literate, adaptable and confident working through change.

# Work history

## Executive Assistant

### EY, Edinburgh | March 2015 - date

* Managing executive diaries, scheduling appointments, and organising all relevant briefings.
* Proactively managing changing demands and synchronising diaries with other Executive members.
* Acting as first point of contact for visitors and issues, managing incoming calls and mail.
* Providing the highest levels of customer service.
* Preparing board and committee meeting papers and minutes.
* Organising meetings including external events, venue bookings and travel arrangements.
* Preparing and coordinating presentations, reports and analysis.

## Assistant

### Deloitte, Edinburgh | January 2012 – February 2015

Working under an Executive Assistant in a wide range of tasks and projects, including:

* Supporting administrative requests by the Central Executive Team.
* Supporting website updates and content delivery.
* Supporting HR functions across the business.
* Carrying out general administration.
* Extensive minute taking.
* Receptionist duties covering the central support team as needed.

# Qualifications

## Executive Assistant Diploma (Level 5 Executive Assistant)

### IEAA | June 2013

## 9 GCSEs grade C and above including English and Maths

### The Royal High School, Edinburgh | June 2011

# Skills

* Scheduling meetings
* Supervising junior staff
* Handling emails, calls, letters and other communications
* Preparing reports
* Booking travel and accommodation
* Arranging events
* Greeting and speaking to clients
* Preparing presentations
* Maintaining databases

# Hobbies and interests

In my spare time, I am part of the Edinburgh People's Theatre and we regularly put on shows across Edinburgh.

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