

Experienced Personal Assistant

Name: Sophie Dubois

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Professional Summary

Experienced **Personal Assistant** with 10+ years of supporting high-level executives. Expertise in managing personal and professional schedules, confidential documentation, and event planning.

Work Experience

Personal Assistant to CEO

Luxury Swiss Brands / Geneva, CH / 2015 - Present

- Managed daily schedules, appointments, and travel plans for the CEO.
- Coordinated corporate events and networking engagements.
- Drafted and reviewed confidential reports and presentations.

Executive Assistant

Legal Consultancy Firm / Lausanne, CH / 2011 - 2015

- Organized legal documentation and case files.
- Scheduled meetings and handled confidential communications.
- Maintained high levels of discretion and confidentiality.

Education

Executive Assistant Certification

Swiss Secretarial Academy, Switzerland | 2010 - 2011

Skills

- Discretion & Confidentiality
- High-Level Calendar & Travel Coordination
- Business Communication & Report Writing