

Sophie Hall

Personal Assistant to the Managing Director

Bristol | 07700 900174 | sophie.hall@example.com

Profile

Personal assistant with eight years supporting directors in engineering and property firms, now PA to a managing director. Runs a complex diary across three time zones, organises board meetings and papers, books international travel and handles confidential correspondence with care. Looking for an executive assistant role supporting a senior leader.

Experience

Personal Assistant to the Managing Director | Severnside Engineering, Bristol | 2021–present

- Manage the managing director's diary, email and calls, deciding what needs their time and what can be delegated.
- Organise ten board meetings a year: agendas, papers, minutes and action tracking.
- Book travel across the UK, Europe and the US, including visas and itineraries.
- Plan the annual leadership conference for 80 people, from venue to budget.
- Handle confidential HR and commercial documents under the company's information policy.

Team Assistant | Harbour Property Partners, Bristol | 2018–2021

- Supported four directors with diaries, letters, expenses and client meetings.

Education and training

Level 4 Business Administration (Executive Assistant) | 2022

BA (Hons) English Language | 2018

Skills

- Diary and inbox management for senior leaders
- Board papers and minute taking
- Travel and event planning
- Microsoft 365, including PowerPoint and Teams