

ANNE MARIE DE VERA

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PROFILE

An innovative Executive Assistant with experience in the provision of full executive support to assist senior management and particular expertise in directing and enhancing administrative operations'. Highly skilled in administration and the provision of high level executive support to ensure the seamless and efficient execution of daily operations. Demonstrates the proven ability to build productive relationships with external departments and stakeholders to inspire the achievement of company requirements and objectives. Skilled in travel and diary management, with strong experience in meeting and events coordination and the preparations, reports and meeting minutes.

AREAS OF EXPERTISE

Business Support/Planning
Events Coordination
Staff management

Business operations
Executive Support
Stakeholder engagement

Executive assistance
Administration Processes
Office management

KEY SKILLS AND COMPETENCIES

- Accomplished executive assistant offering 10+ years of administrative experience reporting to a CEO and other top executives.
- Consummate professional dedicated to making the lives of busy executives easier. Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.
- Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook)
- Cheerful and collected at times of stress to keep focused on providing optimal solutions and support
- Initiative to improve workflow and ensure that goals are met
- Quick learner who is continually working on gaining new skills
- Effective communicator who works well with others
- Confident speaker and excellent team motivator
- Organized and detail-oriented to keep track of large volumes of information
- Enthusiastic team player who always goes above and beyond to deliver the best results possible
- Excellent administrative skills.
- Ability to act with discretion and maintain confidentiality
- Able to form good relationships with people at all levels
- Self-motivated with strong organizational and interpersonal skills
- Ability to work independently and proactively

EMPLOYMENT BACKGROUND

Executive Secretary, Emirates Airline

Apr 2016 – Jun 2020

- Directly reported to the Vice President of Commercial Operations and proactively supports the team of managerial levels
- Demonstrated experience as an executive assistant or office manager and working with senior management as well as taking responsibility of projects
- Organized and maintained the executive's schedule and assist them by performing a variety of administrative tasks
- Taken a leading role to ensure that all internal systems are updated on a regular basis
- Assist with planning and organizing of client/company events in coordination with the marketing team as required

Regional Support Executive – Middle East, Dnata, Emirates Group

Oct 2014 – Apr 2016

- Executed agreed strategies to develop identified, key critical revenue generating market segments
- in close co-operation with Sales Managers therefore creating more avenues of revenue generation
- through new corporate accounts

- Consolidated market, competitive intelligence through various sources to maintain a leading competitive edge amongst competing carriers
- Developed and maintain corporate account database of all existing, new accounts for use in various marketing activities
- Provide operational support to E-Commerce and Field in providing competitive fares and related support to achieve revenue target while maintaining a high standard of service
- Developed direct contacts with key personal in all corporate accounts and network effectively to promote and offer services

Product Development Executive, Dnata, Emirates Group Feb 2010 – Oct 2014

- Assisted the manager in consulting with line departments, learning and development units to develop new business plans and objectives, and to update and agree the work plans for the year ahead
- Plan on resource requirements, infrastructure needs and budgetary requirements for the area of responsibility
- Followed project management documentation and work processes and report progress against defined cycles to relevant managers
- Created corporate monthly newsletter for Dnata, Emirates Group for all of its lines of businesses
- Provide support to other business operations for managing/executing promotional campaigns (offline and online), events
- Assisted Product Development Controllers in creation and distribution of seasonal offers through Electronic Data Mailer

EDUCATION

Bachelor of Science - Commerce Major in Entrepreneurship - St. Scholastica's College, Philippines Mar 2002

PROFESSIONAL QUALIFICATIONS

- Infospace On SharePoint - 2018
- Emirates Skycargo Foundation - 2016
- Advance Strategic Revenue Management - Emirates Aviation College, Dubai, U.A.E - 2015
- Corporate Leadership Development - Emirates Aviation College, Dubai, U.A.E.
- Supervisory Leadership Essentials - 2014
- Problem Solving and Decision Making - 2014
- Foundations of Personal Leadership - 2014
- Communicating with Influence - 2014
- Sales & Marketing - Emirates Aviation College, Dubai, U.A.E.
- Improving Performance Through Business Planning - 2014
- Winning the Accounts Worth Winning - 2014
- Developing Field Sales Skills - 2014
- Presentation Skills - 2014

INTERESTS

Enjoy travelling. Going to Gym regularly and like keeping myself fit. Also enjoy baking and socialising with friends and family.

REFERENCES

Available on request.