

ASSISTANT TO MANAGING DIRECTOR

Professional Profile

natalia garcia Versatile and solutions-driven professional with outstanding strategic planning Business Management Professional Motivated and multifaceted candidate. Eager to contribute strong sales management, general business administration, CRM, HR, operations planning, coordination and monitoring skills. Proficient at identifying cost-effective strategies to promote significant savings. Effectively define, develop and implement action plans and policies to maximize productivity and efficiency.

Experience

Assistant to Managing Director

December 2013 to April 2014 Company Name i¼ City

- Offered dedicated support to the Managing Director as to other Executives when required, conducting research, issuing all corporate presentations, arranging meetings, appointments, and travel accommodations improving overall quality and efficiency.
- Filtered Managing Director phone calls, managed his Agenda and prepared correspondence as required.
- Communicated regularly with vendors and contractors scheduling meetings and addressing concerns.
- Prepared the general requisition purchase order for stationary and organized the filing system in a timely manner.
- Prepared reports, conducted reconciliations, and resolved discrepancies.
- Excelled balancing staff and Director's needs.
- Key Accomplishments Overhauled and solved an accumulated discrepancy on a series of vendor invoices and succeeded on the reconciliation.
- Carrying out background research and presenting successful findings ; Producing documents, briefing papers, reports and weekly and monthly presentations; Notably organized and arranged meetings and corporate events; ensuring the manager is well prepared and arranging locations and venues set up, media technology and catering.

Business Manager

April 2008 to December 2011 Company Name i¼ City

- Organized, planned and supervised essential central services such as reception, security, maintenance, mail, as well as day to day running of the office.
- Responsible for making sure that contracts, insurance requirements and safety standards are correctly complied with.
- Was in charge of 10 members of staff.
- Developed and updated customer database for phone calls, product launches, events.
- Manage cash loss prevention procedures and established security policies and business plan.
- Kept senior management informed of changes in my areas of responsibility.
- Analysed sales figures and forecasted future sales volumes.
- Involved in the recruitment, assessment and interviewing of new staff.
- Managed and motivated staff to increase sales and ensure business efficiency.
- Produced reports on performance, then measured these against set indicators.
- Reviewing current organizational effectiveness and made recommendations for improvements.
- Key Accomplishments Operations planning, organization, coordination and monitoring, during projects and working along with the technical team to ensure on-time, budget-compliant completion while maintaining high quality standards.
- Managing time, establish priorities and delegating effectively.
- Able to prepare budgets and cost estimates.
- Liaising with local authorities and regulatory bodies on business related issues.
- Expansion, follow up and improvement of relationships.
- Excellent communication skills and ability to present across all media.
- Ability to function in a fast-paced environment.
- Viajes Marsans, S.A. (Travel agency).

Travel consultant

October 2004 to April 2008 City

- Acted as key person, after office Director.
- Possessed touristic market knowledge as different booking & management systems: Global Amadeus, Sire (Spanish railway company booking system) & tour operator booking websites.
- Managed intranet and accounting system.
- Accountable for commercial purposes, general administration tasks, and accountancy duties.
- Planning, organization and sale of all type of travels, packages, plane tickets, spectacles tickets, and private events.
- Key Accomplishments.
- Department manager: Remarkably developed the creation and coordination of a new department in order to provide European Tour operators with all touristic services required in Spain.

Education

Masters in Digital Marketing and 2.0 Communications - ENyD Business School & Universidad Europea Miguel de Cervantes : October 2013

MBA - EAE (school of business administration) : May 2012

Bachelors of Arts : Tourism Business Management , June 2002 National University of Distance Education i¼ State , Spain Tourism Business Management

Masters of Business Administration

Languages

Bilingual in English and Spanish. Conversational French and Italian

Skills

accountancy, accounting system, agency, budgets, Budget, business plan, Excellent communication, contracts, Contract Negotiation, Client Relations, database, English, senior management, fast, filing, Conversational French, insurance, Italian, Legal, Logistics Management, loss prevention, Director, Managing, market, Marketing, meetings, mail, office, organizational, policies, presenting, presentations, Producing, quality, reception, recruitment, research, safety, sales, scheduling, Spanish, phone, type, websites