



Executive Assistant to C-Level - Office Manager

Executive Assistant & Business Admin Operations / Office Manager with 10+ years supporting C-levels in fast-paced international tech environments. Proactive, emotionally intelligent, and calm under pressure, skilled in executive support, admin operations, and team coordination. Known for creating clarity and calm in fast-evolving contexts, anticipating needs, and improving processes ensuring seamless team communication.

FORMATIONS

- 2009:** Bac +2 à Cned, Lyon (69), France
BTS Assistant Manager Trilingue
- 2007:** Bac +2 à Rotrou, Dreux (28), France
BTS Management des Unités Commerciales
- 2004:** Bac à Notre Dame, Dreux (28), France
Baccalauréat Littéraire - Option anglais renforcé

EXPERIENCES PROFESSIONNELLES

- 05/2025:** Executive Assistant To Founder | Business Admin Operations Manager, Montpellier (34)
-High-level support to the CEO and Founder (based in Paris) in a post-acquisition context (Perion, May 2025) - Led operational integration efforts: coordination of sync meetings, documentation, implementation tracking - Managed core business operations: HR coordination, billing, vendor management, and pre-accounting - Main point of contact for internal and external stakeholders (legal, finance, partners) - Provided daily support: calendar, travel, meeting planning, expense reports
- 08/2018 au 04/2025:** Executive Assistant To Cto & Cpo | Office Manager, Montpellier (34)
- Supported two C-level executives across Paris and Montpellier in a dynamic international context - Managed complex calendars, travel, meetings, and expense tracking - Played a strategic role during Outbrain acquisition: organized sync meetings, ensured cross-team alignment and timeline tracking. - Organized internal events for the Innovation division (200+ employees globally) - Oversaw office management for a 150+ person site
- 06/2017 au 08/2018:** Bilingual Project & Executive Assistant, Frontignan (34)
- Provided bilingual administrative support to the Project General Manager and site leadership - Managed meetings and MOMs, compliance documentation, and internal communication - Organized travel, calendar planning, and office administration for a 15-person site

- 04/2014 au 06/2017:** Executive Assistant To Ceo & Chairman | Office Manager, Paris (75)
- Supported CEO and Chairman during a phase of rapid scale-up (25 to 120+ employees) - Coordinated UK and US office openings, managed confidential documentation and internal processes - Ensured cross-team alignment with Sales, HR, Legal, Finance, and Marketing - Managed office life, vendor relations, billing, and onboarding processes
- 11/2009 au 04/2014:** Executive Assistant To Ceo | Sales & Admin Support, Levallois Perret (92)
- Supported the CEO and Creative Director in day-to-day executive functions - Managed international travel, client coordination (LVMH, Coty), and project timelines and follow up - Oversaw contracts, invoicing, and internal reporting; supported both French and US offices

COMPETENCES

- Executive & Administrative Support – C-level, international, fast-paced
- Office Management – Site coordination, onboarding, procurement
- Project & Event Management/Coordination –
- Internal events, offsites, logistics
- Tools – Google Workspace, Microsoft 365, Trello, Slack, Concur
- Soft Skills – Proactive, organized, discreet, excellent communicator, problem solver

LANGUES

Français (Oral : maternelle / Ecrit : expérimenté), Anglais (Oral : bilingue / Ecrit : expérimenté), Espagnol (Oral : Bonnes notions / Ecrit : intermédiaire)