

Melanie Fay Poole

Profile

I am a self-motivated, proactive and hardworking Administrative Assistant with 20 years' experience, mainly in the Financial Industry. I have strong organisational skills and am very capable of thinking on my feet, working on my own initiative and also working within a team. I enjoy networking to form solid working relationships at all levels; good communication is very important to me. I am passionate about being a reliable assistant and will always go the extra mile.

Skills

- Proficient in Outlook, Word, Excel, PowerPoint
- Worked extensively with Oracle (HR/Payroll database)
- Client information databases: Swift, SIMS, ICMS, SalesLogix, Spectra
- Enjoy creating new processes and working on projects within a team
- Effective Communicator
- Experienced with working on various time zones

Experience

Executive Assistant - New Link Consulting

November 2016 – May 2017

Working with 2 Managing Partners and 4 Partners

- Manage and maintain Partners schedules
- Update the New Link Consulting website with new material and post on LinkedIn to help raise the company profile
- Prepare monthly Board pack, attend Board meeting, take minutes then distribute in a timely manner
- Schedule quarterly Townhalls for approx. 50 Consultants, book venue, send invitation, prepare slides, make sure the event runs smoothly
- Organise the summer party for approx. 70 guests
- Work on brand awareness and raising the company profile
- Drive forward New Link Consulting's Digital Strategy
- Set up and run the employee engagement committee
- Work on the company's sales campaigns
- Nominate New Link Consulting and Partners for industry awards
- Review publications and update when required
- Answer all calls and direct as appropriate
- Greet visitors and determine access to appropriate parties
- Oversee administrative policies and recommend changes as appropriate
- Maintain inventory of office supplies and order as and when required
- Ensure good operation of office equipment. Call in maintenance when necessary

Administrative Assistant – Wellington Management International

December 2011 – November 2016

Working with Global Credit, Credit Research, High Yield and Business Management

- Diary Management for 13 people
- Arrange Company/Analyst meetings
- Arrange internal meetings
- Conference registrations
- Book travel and accommodation
- Create travel pack and add all information to the travellers' calendar
- Apply for Visas
- Organise events and internal training – London and Boston
- Set up all new hires for the Fixed Income department
- Update the Admin Guide as and when required
- Allocate desks to visitors on a weekly basis

- Arrange desk moves for Fixed Income
- BCP delegate for London Fixed Income
- Work on the Parent Group Committee
- Make sure the Fixed Income admins have sufficient cover for holiday and lunch
- Answer calls for my team
- Cash and company credit card expenses
- Create PowerPoint presentations
- Organise couriers, order stationery and deliver the post
- Log my teams holiday and sickness

Administrative Assistant (Institutional Sales) – BlackRock

June 2009 – December 2011

Working with Managing Directors, Directors and Analysts

- Arrange onsite/offsite client meetings, conference calls and lunches for the team
- Book meeting rooms, refreshments, restaurants and travel for client meetings
- Make sure all documentation is ready prior to the client meeting
- Organise pre meetings ahead of client meeting
- Add all client meetings to the database for reporting
- Update the database with new contact details as required
- Organise Trustee and Investment Committee meetings
- Arrange travel and accommodation (Europe and UK) for client meetings and conferences
- Phone coverage: pick up calls for the Fixed Income team, take a message and email it over
- Arrange bi-weekly Admin meetings for the Institutional Sales team, set agenda and lead the meeting
- Reconcile cash and company credit card expenses
- Create PowerPoint presentations
- Log and see through any IT issues for me and my team
- Log and process signed contracts working with the Legal team
- Create and send weekly client update mail merges
- Keep the holiday spreadsheet for my team up to date
- Organise couriers, order stationery and deliver the post

Administrative Assistant – Barclays Global Investors

June 2006 – June 2009

Working for three Managing Directors, 2 Directors and 4 Analysts

- Role as above plus the following:
- Arrange events for the Institutional Sales Clients
- Client Education Forums (quarterly)
- Central Banks Seminar (yearly)
- Client Conferences (adhoc)
- Roadshows (promoting new funds)
- Cocktail Parties
- Client family theatre day
- Comedy nights
- Masterclasses
- Team building days
- Internal social events

Administrative Assistant – Aberdeen Asset Managers

September 2004 – September 2005

Working for 9 Institutional Sales Managers

- Diary management
- Arrange travel and accommodation
- Arrange client meetings and conference calls
- Arrange client lunch presentations in London, Geneva and Zurich
- Assist Marketing with organising client conferences
- Update the client database with new information and meeting notes
- Take care of the Fund Managers when visiting the London office
- Create PowerPoint presentations for client meetings

Administrative Assistant – DWS Investments

September 2004 – September 2005

Working for 5 Discretionary Sales Managers

- Diary management for the team of sales managers
- Organising client meetings
- Arranging travel and accommodation
- Produce monthly sales report for head office
- Responsible for allocating and sending out tickets to Aston Villa games whilst DWS sponsored the team
- Liaise with the club to organise meals and refreshments for clients on the day
- Organise client lunch presentations in London, Leeds, Glasgow, Newcastle and Liverpool
- Arrange client events:

Chelsea Flower Show
Clay Pidgeon Shooting
Grand Prix
Rugby
Cheltenham
Softball

Orient Express day out
Sailing
Cricket
Golf
5-a-side football tournaments
White Collar Boxing

Administrative Assistant – Deloitte

August 2003 – September 2004

PA to Partner, Real Estate Travel & Tourism and Secretary to one Director and two Managers

- Diary management for the team
- Book client and internal meetings
- Arrange travel and accommodation
- Prepare PowerPoint presentations
- Filing of documentation for Partner

Administrative Assistant – Barra International

January 2001 – August 2003

Administrative Assistant to 21 team members (Portfolio Construction and Product Development)

- Arrange travel and accommodation
- Diary management for three Managing Directors
- Reconcile expenses
- Visa applications
- Organise team building events
- Ensure the holiday/sickness/study leave forms were completed and given to HR
- General office duties: Cover reception, photocopying, filing, book restaurants and taxis, deliver the post
- Arrange and attend training events in London, Paris, Milan, Madrid, Geneva and Stockholm
- Venue finding, creating and sending invite, log registrations, prepare presentations, name badges, agendas and evaluation forms for the day, book flights and accommodation for speakers, meet and greet
- Input evaluation figures into spreadsheet for training managers
- Log attendance in the client database

Accounts Administrator – E Centre U

August 2000 – January 2001

HR Administrator – MSX International

February 1997 – June 2000

Secretary – Kodan Maintenance Limited

November 1996 – February 1997

Secretary – Anglo Irish Bank

July 1996 – November 1996

Secretary – LloydsLine

March 1995 – July 1996

Education

SEETEC, Essex

Business Administration NVQ Level 2	Pass
1995	

Greensward Academy, Essex

English Language	C
English Literature	C
Child Development	C
History	C
German	D
Mathematics	D
Science	E E
Business Development	Pass

Hobbies

I enjoy spending quality time with my son, bike riding, eating out and entertaining at home for family and friends.

References

References are available upon request.