

ELIANE HEVESY

SKILLS

- Executive Calendar & Inbox Management
- Travel Coordination & Event Planning
- Project Coordination & Workflow Optimization
- Google Workspace, Microsoft Office, & CRM Proficiency
- Time Management & Multitasking Expertise
- Strong Written & Verbal Communication Skills
- Confidential Information Handling & Discretion

WEBSITES, PORTFOLIOS, PROFILES

- <http://www.linkedin.com/in/eliane-hevesy>
- <https://bold.pro/my/eliane-hevesy>

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Executive Administrative Assistant with more than 20 years of experience supporting C-suite executives in fast-paced environments. I am skilled in managing calendars, prioritizing emails, and coordinating projects, with a track record of streamlining operations to boost executive productivity. Proficient in Google Workspace, Microsoft Office, and CRM systems, I excel in remote settings and effectively manage multiple priorities with precision and professionalism. As a proactive problem solver with strong communication skills, I am committed to anticipating needs and providing solutions that contribute to success.

WORK HISTORY

EXECUTIVE ASSISTANT TO CEO 01/2023 to 10/2023

SYSTEMIQ DO BRASIL CONSULTORIA

- Managed the CEO's personal and professional calendar, carefully scheduling personal appointments, family events, and business engagements.
- Coordinated household tasks and staff, including drivers and other support roles, to ensure smooth daily operations.
- Organized both international and domestic travel, taking care of all personal and family logistics for a stress-free experience.
- Handled sensitive personal information with the highest level of confidentiality, always ensuring trust and discretion.

Key Achievement: Spearheaded a leadership program that enhanced team efficiency and supported executive growth initiatives.

EXECUTIVE ASSISTANT TO THE GENERAL MANAGER 09/2017 to 06/2022

KOSTAL DO BRASIL, São Bernardo Do Campo, Sao Paulo, Brazil

- Oversaw coordinated cross-functional projects while managing competing priorities in a fast-paced environment.
- Handled a variety of operational tasks, such as negotiating with vendors, planning events, and allocating resources.
- Served as a central communication point, ensuring clear and effective interactions among stakeholders.
- Delivered administrative and personal support, which included scheduling, managing expenses, and running various errands.
- Volunteered to help with special projects of varying degrees of complexity.

OFFICE MANAGER 01/2013 to 01/2016

STRATASYS LATIN AMERICA

- Built the office from scratch, managing corporate registrations, setting up bank accounts, and establishing HR policies
- Built and managed the office from scratch, creating policies and systems to optimize operations.
- Supervised travel arrangements and logistical support for executives, ensuring efficiency and cost-effectiveness.
- Collaborated with leadership on strategic initiatives, offering operational insights and execution support.

SENIOR EXECUTIVE ASSISTANT 01/2011 to 01/2013

SPENCER STUART

- Managed executive calendars, balancing both professional and personal obligations to facilitate effective time management.
- Organized both virtual and in-person meetings, preparing agendas and recording minutes to assist with follow-up tasks.
- Ensured confidentiality and demonstrated discretion when dealing with sensitive information related to clients and the organization.

BILINGUAL EXECUTIVE ASSISTANT TO THE CEO 03/2006 to 08/2010

MAERK LINE, São Paulo, Sao Paulo, Brazil

- Coordinated the CEO's intricate calendar, travel arrangements, inbox and high-level communications
- Managed support services for 35 expatriates, helping with both personal and professional needs
- Facilitated company values sessions for over 300 employees, earning recognition as a model EA for commitment and effectiveness
- Facilitated strategic decision-making by delivering reports, summaries, and insights on business initiatives.
- Juggled both professional and personal support responsibilities, showcasing adaptability and meticulous attention to detail.

EDUCATION

Faculdades Metropolitanas Unidas (FMU), Brazil

Bachelor's degree, Human Resources Management

- Professional Development Studies: · Proficient in Microsoft Office and Google Suite, with familiarity in CRM tools such as Salesforce
- Certified in Leadership, Time Management, and Emotional Intelligence

ADDITIONAL INFORMATION

Fluent in English and Portuguese, Extensive experience in international business meetings across Germany, Spain, Israel, Mexico, and the Dominican Republic, Proficient in Microsoft Office and Google Suite, with familiarity in CRM tools such as Salesforce,

LANGUAGES

English


Bilingual or Proficient (C2)

German


Intermediate (B1)