

## Olga

Chief Personal Assistant/Executive Assistant  
Property manager

- Russian, French and English speaker



### Personal Information

Birthdate	September 1990
Nationality	– Russian Federation
Own children	has 2 children
Place of Birth	Russian Federation
Location	Monaco, French residency (eligible for French citizenship in the future)
Driving License	No
Key skills, personal qualities	Excellent Time Management & Planning skills Strong communication & Customer service skills • Ability to work in a fast- changing environment • Ability to apply reasoning, diplomacy and judgement in problem solving
About myself	My professional experience is more than 8 years of successful work for multinational family offices and companies operating high class properties located in Monaco, France (Côte d'Azur and Courchevel), Luxembourg, UAE, and Russia (Moscow). My areas of responsibility included coordination of work and management of house personnel, including assignment and control over the work performance; hiring staff; budgeting, financial control and reporting; day-to-day work with legal, accounting, and service providers; organization of VIP guest reception and private events, including greeting, accommodation, service, and entertainment; responsibility for personal schedules, appointments, business trips, travel arrangements and planning; purchase of goods and organization of cargo delivery; assistance in private confidential matters. I have extensive communication and negotiation skills, and I successfully dealt with tasks of any complexity. I am the winner of the national final in the GMC France competition (Global Management Challenge) of 2015

### Education

2012	Ural University of Economics (USUE), Yekaterinburg
2014	Marketing & Branding, Ural University of Economics (USUE), Yekaterinburg, Master's degree
2015	Entrepreneurship, SCHOOL OF MANAGEMENT (STRASBOURG), Master's degree

## Certificates

- Exchange Program on International Leadership & HR Management, School of management, Strasbourg

## Working experience

**November 2019 - December 2024**

### ALMARIN PROPERTIES SCI (Courchevel-France-Monaco)

#### Chief personal assistant and Property manager

My role includes

- Administrative support, organization, and management of staff (35 people), staff trainings;
- Financial management and control, budgeting, and finance reporting;
- Procurement management, organization of cargo delivery around the world, support in purchase and maintenance of yachts and cars;
- Interaction with lawyers, accountants and outsourced service providers, coordination of tasks, performance control, reporting;
- Personal calendar management, scheduling and appointment of meetings, medical care, business trips, travel arrangements and concierge service (24/7), personal escort;
- Organization of leisure activities for family members, including children (school, sections, tutors), shopping, helicopter flights, luxury yacht trips, skiing, fine dining;
- Managing the operation of the chalet in Courchevel and its staff (15 people);
- Guest reception and organization of private events (development and coordination of event concepts, planning, coordination of greeting, accommodation, service, and entertainment of guests);
- Support in resolving private issues;
- Ensuring the maintenance of the highest standards of living and the quality of services provided

**September 2018 - June 2019**

### BELLEVILLE MANAGEMENT

#### Director of the family office (also Chief personal and executive assistant from Oct 2016 - June 2019)

My role includes

- Facility management
- Elaboration of the development strategy
- Internal and external communication by managing information
- Communication
- Meetings and various internal events organization

**October 2017 - April 2018**

### IMMOLUXE COURCHEVEL

#### Chalet manager

My role includes

- Coordination of all chalet teams
- Training needs assessment
- Skills assessment necessary for the quality of the recruitment service
- Ensuring of the establishment development
- Evaluation of the material and immaterial resources necessary for the smooth running of the establishment
- Accounting and financial management
- Coordination of a wide variety of activities
- Managing the establishment and ensuring its profitability
- Implementation of reporting tools
- Organization of the supply of materials and equipment

**April - September 2015**

**TERRECO**

**Intern**

My role includes

- Centralization of business needs, creation of relationships with external partners
- Creation, updating and monitoring of marketing and sales materials
- Implementation of the long-term business strategy
- Market research
- Targeting prospects

**Languages:**

Russian - Native

English and French - Advanced (C1)

Romanian - Elementary (A2)

**Health**

Smoker

No

**Additional information**

ID

20818

**Excellent references available on request**