

# Kathryn

Personal Assistant



## Personal Information

Birthdate	1982
Zodiac sign	Aries
Nationality	<ul style="list-style-type: none"> <li>– UK</li> <li>– South Africa</li> </ul>
Marital status, own children	Single, no children
Place of Birth	South Africa
Location	UAE, Dubai
Driving License	Yes (UK)
Have a car	Yes
Sports	<ul style="list-style-type: none"> <li>– Golf</li> <li>– Tennis</li> </ul>
Hobbies	<ul style="list-style-type: none"> <li>– Travelling</li> <li>– Volunteering. Care for the age. (Have tea with an elderly woman weekly in London and do her grocery shopping)</li> </ul>
Areas of interests	<ul style="list-style-type: none"> <li>– Learning about cultures</li> <li>– Meeting new people</li> </ul>
About myself	<p>Accomplished and highly organised executive professional with over a decade of experience supporting UHNW Principals, family offices, and C-suite executives across personal and business capacities. Known for a polished professional presence, understated impeccable taste, and a deep understanding of luxury lifestyle.</p> <p>Trusted for discretion, loyalty, and proactive support, with the ability to anticipate needs and operating at two steps ahead. Experienced in global travel coordination, calendar management, bespoke event planning, household management, and sourcing rare and exclusive items.</p>

Friendly, energetic, and calm, well-travelled with strong cultural awareness in the Middle East and internationally. As a South African, I am familiar with Dutch customs, etiquette, and language, sharing many cultural similarities such as direct communication, respect for professionalism, punctuality, reliability and structured social conventions enabling seamless engagement in both professional and social settings.

Committed to service excellence and efficiency, discretion and privacy, with a dedication to creating a seamless personal and social life for those I support.

Accommodation

– I am ready to live on the territory of the employer

## Education

2026 -

MBA Business Studies, Master's degree, Hult Business Institute Dubai, UAE, Dubai

## Certificates

– Project management

– Diary management

– The Fundamentals of Travel management

## Working experience

**June 2013 - July 2025**

**UK, London**

**Global Executive Travel & Procurement Manager**

**Peninsula Petroleum**

My role includes

Managed and coordinated comprehensive end-to-end global travel and lifestyle arrangements for UHNW Principals, including Family Office, C-suite executives, and the professional RC44 elite racing team, delivering seamless, high-touch service across multiple jurisdictions and time zones. Ensured all travel documentation passports, visas, insurance and country entry requirements were meticulously maintained and up to date.

Built and maintained strong relationships with UHNW Principals, their families, C-suite executives, employees, suppliers, and VIP stakeholders, both internal and external.

Travelled ahead of Principal and C-suite executives on international trips and events to coordinate evolving logistics, provide real-time operational on the ground support, including restaurant reservations, medical and pharmacy needs, hotel room management, and luggage coordination to aircrafts and commercial flights.

Developed and implemented robust standard operating procedures and frameworks including detailed travel briefs, risk assessments, and contingency plans to mitigate disruptions, security risks, and operational challenges in fast-paced, high-profile environments.

Onboarded the Chief Commercial Officer's junior PA and collaborated within a high-performing team of five

personal assistants to C-suite whom I work closely with, ensuring confidential communication, high-level service

delivery, travel, calendar coordination, administration and proactive problem-solving under pressure.

Implemented project management platforms covering travel, household management, and expense reconciliation.

Led supplier/vendor selections, system configuration with IT stakeholders, global rollout, and user training.

Directed global lease negotiations and office insurances, commercial property renewals, workspace planning, and

interior design projects across multiple international locations.

☑ Planned and executed high-profile global client events, sporting event VIP suites, internal company meetings, and

board meetings across London, Dublin, Dubai Royal Atlantis hotel, Hamburg, Panama, Singapore, Geneva, and

Spain, managing logistics, budgets, vendor relationships, and onsite operations to deliver exceptional experiences

with attention to detail and discretion.

Led global mobility operations, including onboarding, relocations, and emergency travel management. Crisis

response efforts during COVID-19, natural disasters, and geopolitical incidents (e.g., Dubai flooding, Heathrow

fires, Belgium bombings), serving as the escalation point for urgent travel issues and ensuring duty of care,

successful repatriations, and continuous employee safety through comprehensive travel risk management and

insurances.

Oversaw global household procurement, vendor sourcing, and contract negotiations for elite goods and bespoke

services.

Recognised as a dynamic, solutions oriented leader with a proactive, hands-on approach anticipating needs,

balancing competing priorities, and delivering results with professionalism and composure.

Worked closely with finance and accounts teams to implement and manage a corporate card program, streamlining

expense reconciliation, vendor payments, refunds, and monthly transactional reporting.

Ownership of annual global travel and procurement budget; ensuring policy compliance, and advised executive C-suite on cost-saving strategies aligned with financial objectives.

Collaborated cross-functionally with Procurement, HR, Legal, and C-suite teams on GDPR compliance, strategic

supplier contract management, vendor consolidation, and due diligence.

Reason for leaving

moving to Dubai

## January 2010 - June 2013

South Africa

Senior Account Manager

Corporate Traveller

My role includes	<p>Booked travel and lifestyle arrangements for a £25M client portfolio across fashion, finance, technology, shipping, oil and gas sectors, including VIPs, UHNWI, leisure and corporate clients.</p> <p>Negotiated supplier rates and maintained strong external partnerships to optimize cost and service.</p> <p>Primary client contact, managing key accounts and building long-term relationships; led stakeholder meetings and secured senior-level buy-in through strong negotiation skills. Acted as emergency contact, resolving travel disruptions and providing crisis support during global emergencies.</p> <p>Led and motivated the team to achieve 100% customer satisfaction, implementing process improvements and ensuring consistently exceptional client service.</p>
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Reason for leaving	offer in the UK
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## January 2006 - December 2009

South Africa

Team Leader & Travel Consultant

Flight Centre

My role includes	<p>Booked travel and lifestyle arrangements for a £25M client portfolio across fashion, finance, technology, shipping, oil and gas sectors, including VIPs, UHNWI, leisure and corporate clients.</p> <p>Negotiated supplier rates and maintained strong external partnerships to optimise cost and service.</p> <p>Primary client contact, managing key accounts and building long-term relationships; led stakeholder meetings and secured senior-level buy-in through strong negotiation skills. Acted as emergency contact, resolving travel disruptions and providing crisis support during global emergencies.</p> <p>Led and motivated the team to achieve 100% customer satisfaction, implementing process improvements and ensuring consistently exceptional client service.</p>
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Reason for leaving	New job
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## June 2004 - December 2005

South Africa

## Personal Assistant to CEO & Managing Director

### KGB Holdings Limited

My role includes

**Executive Support & Gatekeeping:** Manage complex diaries, prioritise executives' time, and act as the first point

of contact for internal and external stakeholders.

**Travel & Logistics Coordination:** Organise domestic and international travel, including flights, accommodation,

transfers, and itineraries, ensuring smooth arrangements.

**Confidentiality & Discretion:** Handle sensitive information with the utmost professionalism and maintain trust at all times.

**Administration & Office Management:** Oversee day-to-day office operations, maintain supplies, handle

correspondence, and implement process improvements.

**Communication & Stakeholder Liaison:** Professionally manage inboxes, answer calls, coordinate meetings, and

maintain strong relationships across teams and external partners.

**Reporting, Presentations & Documentation:** Prepare reports, presentations, and meeting minutes accurately,

supporting executive decision-making.

**Budgeting & Project Support:** Assist with small projects, track expenses, process invoices, and support events or

departmental initiatives efficiently.

Reason for leaving

new position

## October 2003 - May 2004

USA, Florida

Event Coordinator

Boca West Country Club

My role includes

**Luxury Event Planning & Coordination:** Organised and executed high-end social, corporate, and private events

with meticulous attention to detail, ensuring seamless, memorable guest experiences.

**Vendor & Supplier Management:** Collaborated with premium vendors and suppliers, negotiating contracts and

supervising service delivery to meet luxury standards.

**Client Relationship & Guest Experience:** Served as primary liaison for affluent clients, anticipating needs and

delivering personalised, five-star experiences.

**Budgeting & Administrative Excellence:** Managed event budgets, processed invoices, and coordinated logistics

efficiently while maintaining high standards of service.

**Brand & Reputation Management:** Ensured all events upheld the exclusive image

	and standards of the country club, enhancing member satisfaction and loyalty.
Reason for leaving	PA position

## January 2001 - September 2003

### South Africa

#### PA to UHNWI Principal, CEO & Senior Directors

#### Rand York Castings Ltd

My role includes	<p>Managed complex diaries, travel arrangements, and personal schedules for the CEO, senior directors, and UHNWI principal.</p> <p>Drawled, reviewed, and managed confidential correspondence and documents with complete discretion.</p> <p>Coordinated meetings, board sessions, and high-profile events, handling logistics and stakeholder communications.</p> <p>Acted as first point of contact for internal teams, clients, and external partners, ensuring smooth daily operations</p>
Reason for leaving	new opportunity

## Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

## Additional information

Personal characteristics	Responsible, punctual, reliable, creative, active, positive, qualified, experienced, loyal, patient, easygoing, bubbly
Key skills	Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. High profile family experience. 24/7 full time working experience. Supplier Sourcing & Contract

	Negotiation ☑ Crisis & Emergency Travel Management ☑ Travel Risk Management (ISO 31030:2021) ☑ Strategic Planning & Budget Ownership ☑ Technology Implementation and Integration across Travel, Expense, Project management and Household Platforms ☑ Policy Development and Implementation ☑ CO2 Emission Reporting ☑ Event Management and Vendor Relationships ☑ Strong Communication and Stakeholder Engagement ☑ Black book of Global Contacts ☑ Personal Shopping Contacts ☑ Tech-savvy proficiency in Microsoft Office, Calendar management systems. Google Workspace. Monday.com ☑ SAP Concur Expense & Travel. ☑ Travel Booking Platforms
English	Native
ID	29988

**Excellent references available on request**