

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

Apr 2024 - Present

Private Family / Monaco, Singapore, London

Personal Assistant

- Expertly managed diary, ensuring seamless scheduling of both professional and personal engagements.
- Orchestrated travel and event logistics, adept at lifestyle management.
- Executed administrative tasks, including financial reporting and project oversight.
- Delivered versatile support, adapting to the dynamic needs of a high paced family environment.

November 2019 - April 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 - Intermediate

Health

Smoker

No

Additional information

ID

20818

Excellent references available on request