

Brenda

- Highly-skilled Multilingual Remote Personal Assistant, Executive Personal Assistant
- Open to business trips
- EU Passport holder



Personal Information

Birthdate	1976
Zodiac sign	Taurus
Nationality	– Netherlands – Russian residence permit
Own children	Yes
Place of Birth	Netherlands
Location	Turkey, Antalya
Driving License	Yes
About myself	A highly skilled and proactive professional with over 19 years of diverse experience in executive assistance, project management, e-commerce, and operations. Proven ability to work independently in remote settings, managing everything from daily administrative tasks and client communications to complex software projects and financial reporting. Combines strong technical skills (Google Workspace, WordPress, Canva, Adobe Suite) with a flair for content creation and a genuine passion for discretion, efficiency, and problem-solving. KEY STRENGTHS: - Absolute discretion and confidentiality - Full operational support for principals and families - Coordination of personal, household, and business tasks - Financial reporting and budget oversight - Contractor/vendor management - Fast problem-solving under any conditions - Truthful, responsible, proactive

Certificates

Other Certificates

HBO SPD
Patents:
MAPING
Etar Rates Upload
ETAR ADMIN

Working experience

January 2024 - till now

Remote Executive Virtual Assistant

HeartPowered Business (German-based)

My role includes

Manage all client communications, appointments, and Zoom meetings with colleagues and third-party sales channels
Make all travel arrangements for the owner and private travel arrangements for her family
Create visual and content assets for promotions and campaigns using Canva, Photoshop, and Premiere Pro (banners, carousels, reels)
Develop presentations for events and prepare detailed weekly, monthly, and quarterly financial reports
Handle administrative tasks, including contract and NDA preparation, and assist in setting KPIs for the sales department

August 2021 - December 2023

Personal Assistant to Managing Director

Intercorps Group

My role includes

Supported the MD in Investment & IT Projects and managed complex Import/Export operations for various product lines
Oversaw activities in Medical Tourism and International Recruiting, requiring high levels of organization and cross-cultural communication

January 2015 - August 2021

PROJECT MANAGER, SOFTWARE ARCHITECT & ANALYST

Flexi Connect Ltd. (Hong Kong)

My role includes

Led and supervised a cross-functional team of 70+ programmers, content managers, and call center staff
Directed project timelines and deliverables for international contracting and software development

September 2011 - August 2015

Contracting Director (West Europe & West Africa)

PEGAS TOURISTIK, MOSCOW

My role includes

Managed B2B and B2C operations, leading reorganization and charter capacity optimization for airlines

Acted as Architect and Product Owner for two major internal software platforms, leading a 15-member team to replace legacy systems

Senior Manager | January 2008 – August 2011

Generated market analytics reports and devised action plans for operational enhancement

Oversaw two key software projects, managing tasks, priority setting, layout design, and business cycle alignment

Additional information

English	C1 - Full Professional
Dutch	C2 - Native
German	C1 - Full Professional
Greek	C1 - Full Professional
Russian	B1 - Limited Working
French	C1 - Full Professional
Personal characteristics	Responsible, punctual, reliable, active, positive, qualified, experienced, loyal, easygoing
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
ID	32584

Excellent references available on request