



NICOLE BRITTON

REMOTE EXECUTIVE ASSISTANT

I am a freelance remote Executive Assistant with over 10 years working in the financial sector in the City. With experience in company secretarial, board meeting organisation, HR and office management, I have a range of skills to offer. I co-founded Assistants From a Distance in order to operate a truly one of a kind, bespoke service for small-medium sized businesses.



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DBS checked & member of the ICO



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SKILLS

- Cross time zone diary management
- Agendas (Travel agendas, Co-Sec board and committee agendas, meeting agendas)
- HR (On/off boarding, background checking, new employee set up, Breathe HR experience, holiday tracking, transcribing HR meetings)
- Recruitment process management
- Project support (Experience with Asana and Trello)
- Canva content creating

EXPERIENCE

SEGANTII CAPITAL MANAGEMENT - OFFICE MANAGER & EXECUTIVE ASSISTANT

- Managing a busy trading floor of 30 traders
- Managing all HR, on/offboarding of staff, including liaising with external firms such a Bloomberg for trading set up
- Managing recruitment process for all new joiners from senior traders and back office staff
- Project managing the fit out of a new office
- Invoice reconciliation and general office management

GOLDMAN SACHS ASSET MANAGEMENT INTERNATIONAL & GOLDMAN SACHS INTERNATIONAL EXECUTIVE ASSISTANT ASSET MANAGEMENT & INTERNAL AUDIT

- Extensive diary and travel management for all teams
- EA to 5 Managing Directors in Internal Audit
- Office management for a department of 110 people London, Warsaw and Moscow, including onboarding of new joiners in all locations.

GOLDMAN SACHS INTERNATIONAL - TEAM ASSISTANT LEGAL & COMPANY SECRETARIAL

- Planning and scheduling board and committee meetings up to a year in advance
- Board and committee agendas and minutes
- Keeping track of the master schedule of action points
- Co-head of EMEA Legal Assistants Network

EDUCATION

RAVENSBORNE COLLEGE OF DESIGN & COMMUNICATION

BA Honours - Web Design & Publication 2012