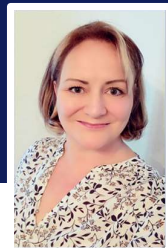


Secretary-Receptionist- Hélène Williamson



Contact

- ☎ +41 (0)79 909 25 15
- 🏠 Ch. de la Séchaude 5 - 1073 Savigny
- ✉ hwillia73@gmail.com
- ⌂ www.hwpro.net / [Linkedin](#)

Languages

- ✓ French: mother tongue
- ✓ English: Bilingual (C2)

Leisure

- ✓ Paint
- ✓ Travels
- ✓ Gastronomy

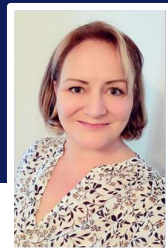
Skills

- ✓ Communication
- ✓ Organization (meetings, trips, events)
- ✓ Planning
- ✓ Work Ethic
- ✓ Computer skills (proficiency in MS Office, Teams, Sharepoint, One Note, Skype for business, SAP, Concur, MAORI, Mobatime, Domus)
- ✓ Multitasking
- ✓ Teamwork
- ✓ Flexibility
- ✓ Administrative support to Executives and teams
- ✓ Small Team Manager
- ✓ Corporate Trainer
- ✓ Complex agenda management
- ✓ Travel Expense Processing

Training

- ✓ Training certificate "**Website Update**" - 05/2022 – 06/2022
Altran Education Services – Lausanne, VD
- ✓ Certification "**Certified Associate in Project Management**" (CAPM), 09/2020 – 11/2020
Romandie Formation – Paudex, VD
- ✓ Training in **office automation, IT**, 03/2019 - 03/2019
ITTA - Lausanne, VD
- Professional Level Certificate PowerPoint 2016
- Outlook 2016 Professional Level Certificate
- Excel Professional Level Certificate 2016
- MS Word Professional and Expert Level Certificate 2016
- ✓ Certificate, **Corporate Trainer**, 10/2016 - 10/2016
CSFP - Lausanne, VD
- ✓ Certificat, **Level 1 Manager**, 07/2001 – 09/2001
Storage USA – Phoenix, Arizona, USA
- ✓ **CFC, Commerce**, 08/1990 - 06/1994
EPCL - Lausanne, VD

Secretary-Receptionist- Hélène Williamson



Experience

FIDEXAUDIT SA – Secretary-Receptionist (CDI) / 10/2022 – current

- ✓ Welcoming customers
- ✓ Management of the telephone exchange
- ✓ Layout, proofreading, printing, binding, saving and sending audit reports, annual accounts and service offerings
- ✓ Creating Procedures
- ✓ Intendance: inventory management, tendering, setting up and opening of conference rooms
- ✓ Real estate & PPE: Correspondence with tenants, providers, various administrations and owners; monitoring of the work to be carried out, various disputes, establishment of intervention orders

ARASOL – Executive Secretary (CDD) / 11/2020 – 02/2022 (1 year and 4 months)

- ✓ Preparation of correspondence, reports, procedures and statistical tables, as directed by the Management
- ✓ Minutes taken and writing of the CSR newsletters
- ✓ Organization of central document management at the institution, classification and updating of information of general interest for the institution
- ✓ Maintaining the website and creating the ARASOL LinkedIn profile
- ✓ Calendar management and conference room reservations
- ✓ Establishment of integration measures contracts and monitoring of the budget

Heating company – Administrative assistant (fixed-term contract) / 10/2019 – 03/2020 (5 months)

- ✓ Execution of common administrative tasks: management of the telephone switchboard, processing of emails, keeping the schedule
- ✓ Examination of administrative files, checking of documents, computer entry, digitization work, classification and archiving of documents
- ✓ Assistance to the Director for the implementation and monitoring of projects, preparation of files
- ✓ Management of relations with suppliers and service providers, response to requests by email and telephone, follow-up of orders
- ✓ Managing office supplies and closely monitoring inventory usage to reduce costs
- ✓ Simple invoicing

NESTEC S.A. – Executive Assistant / 10/2006 – 12/2018 (12 years and 2 months)

- ✓ Organization of meetings, rooms reservation, preparation of agendas, management of materials and documentation, drafting of minutes, administrative and confidential support to the Executive team, agenda management
- ✓ Management of relations with suppliers and service providers, response to requests by email and telephone, follow-up of orders
- ✓ Reception and orientation of visitors, keeping the schedule
- ✓ Creation of PowerPoint presentations, writing letters, filing files in the server
- ✓ Onboarding of new employees, presentation of the operation of the department (working methods and procedures)
- ✓ Assistance to the Director in the implementation and monitoring of projects, preparation of files, progress reports, assistance in various processes
- ✓ Instruction of administrative files, check of documents, computer entry, digitization work, classification and archiving of documents
- ✓ Management of complex Executive travel and coordination of travel planning
- ✓ Improved administrative efficiency through the modernization of document organization systems and efficient implementation of Teams solutions (Teamroom)
- ✓ Coordination of complex annual meetings with 5 stakeholders, more than 100 National and International participants, including production of live broadcast, arrangements for remote sites
- ✓ Trainer in a company, followed 4 apprentices
- ✓ Creating procedures

03/2002 – 10/2006 – On request