



Sarina Louise Shanley

Executive Assistant & Project Partner @ Master of Malt | Bachelor of Applied Science (B.A.Sc.)

📍 London, UK

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Languages

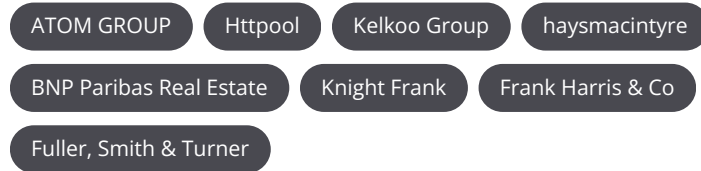
English (Native)

About

I am a driven, self motivated, and methodical individual with 7 years experience providing executive support and project management at C-Level.

I have a clear, logical mind and a practical approach to problem-solving, thrive in fast paced environments, and never shy from a challenge.

BRANDS WORKED WITH



Experience



● Project Business Partner & Executive Assistant to CEO

ATOM GROUP | May 2023 - Aug 2024

- 1:1 support for the CEO.
- Extensive diary and email management, successfully coordinating workloads and managing priorities.
- Private support for the CEO (errands, appointments, planning for family occasions and purchases)
- Management and oversight of key operational and strategic projects for the CEO and wider senior leadership team.
- Working with the CEO and senior team to ensure the company and employees are reaching set targets.
- Compiling project briefs, including detailed requirement specifications, objectives, KPI's and framework.
- Tracking of project outcomes and expectations.
- Attending all meetings with or on behalf of the CEO, recording all notes and actions, and running point on any outcomes.
- Coordination of quarterly Board meetings, including minute taking and management of actions.
- End-to-end management of company wide events with 400+ attendees (summer, Christmas, and Halloween). This included coordination of a team, accommodation, flights, venue, catering, beverages, and activities.
- Planning and execution of team day events, activities, training, and trade shows for D2C and B2B (50-100).
- Executing new content team strategy and processes, including streamlining allocation, refining SEO needs, training on AI features, use of freelance writers, and automation.
- Improvements in HR protocols, addressing holiday schemes, implementing cross team training and revamping employer branding.
- Searching and negotiating a London CEO office location.



● Editor & Executive Assistant to CEO

Httpool | Oct 2020 - May 2023

- 1:1 business and private support to CEO, including extensive email and diary management across multiple time zones, travel, gatekeeping, and strategy planning.
- Working closely with the CEO and providing support on various initiatives, business acquisitions, pitches, projects, and operational needs.
- Attending meetings on behalf of the CEO.
- Coordination of six-monthly management meetings, with 50+ attendees (from multiple locations) for 3-5 days.
- I progressed to the additional role of Managing Editor in October 2021, with direct line management of 4 copywriters, and quality control management across PR, communications, social media, and marketing for Httpool, Aleph, and adDynamo (all companies under one umbrella).

- Copy editing for any and all outgoing from Httpool.
- Sourcing and arranging office spaces, managing all onboarding procedures, and equipment procurement for UK hires.
- Talent acquisitions, interviews, and contract coordination.
- UK Authorising Officer.



- **FTC EA to CEO and Office Manager**

Kelkoo Group | Jan 2020 - Jul 2020



- **FTC Partner Assistant**

haysmacintyre | Jul 2019 - Jan 2020



- **FTC Personal Assistant**

BNP Paribas Real Estate | Jan 2019 - Jul 2019



- **FTC Personal Assistant**

Knight Frank | Nov 2018 - Jan 2019



- **Personal Assistant and Office Manager**

Frank Harris & Co | Apr 2017 - Nov 2018

- **Events Coordinator**

Fuller, Smith & Turner | Jan 2016 - Feb 2017

Education & Training

2011 - 2015

- **St Mary's University, Twickenham**

Bachelor of Applied Science (B.A.Sc.),