



Silvia Navia Mora

Executive Assistant CEO

Office Manager Paris

Fr, Sp, Eng, Dutch -

Paris, France

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Links

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Languages

French (Fluent)

Dutch (Fluent)

English (Fluent)

Spanish (Native)

Italian (Basic)

About

As a decade-long experienced assistant, I have gained strong adaptation and organizational skills. I speak several languages fluently - Spanish, Dutch, English, and French and enjoy working in an international and demanding environment. I work well both in a team and autonomously, all the while using my problem-solving skills.

BRANDS WORKED WITH

Center Parcs Europe

Convatec

Havas

Havas Media Group

Ipsen

Kantar XTEL

QVC FRANCE

TCL Multimedia

Vinci Environnement

VINCI Immobilier

Experience



● Executive Assistant CEO & Office Manager Paris

Kantar XTEL | Apr 2023 - Now

I am an executive assistant and office manager at Kantar XTEL, an international strategy and digital transformation consulting company. For almost a year, I have been assisting the CEO and managing the company's Paris office. I speak four languages fluently: Dutch, French, English and Spanish, which allows me to communicate effectively with clients and partners from different countries and cultures.

With more than 15 years of experience as an executive assistant, I have key skills in diary management, meeting preparation, development of communication materials, contract monitoring, office management, and customer service. I work autonomously, I adapt to the needs and requirements of my interlocutors, and I propose innovative and dynamic solutions. My goal is to contribute to the success of Kantar XTEL by facilitating the CEO's work and creating a pleasant and efficient working environment for the team.

● Executive Assistant to CLO & CFO Center Parcs Europe - French, English & Dutch

Center Parcs Europe | Sep 2021 - Mar 2023

Calendar management for two International Directors on Microsoft Outlook

Monthly preparation of governance meetings with external partners

Mapping internal procedures for the legal and financial departments

Support on monitoring the PVCP group's brand portfolio

Organization of international travel and related logistics for the two directors and team members.

Planning and organizing the yearly Team building events for the financial and legal teams

Onboarding new team members, preparation of IT equipment, setting up a welcome kit, creating an onboarding agenda

Writing meeting reports in French and English

Creation and purchase order follow-up under SAP and invoice payment follow up under Basware

Creation and management of shared folders and calendars in SharePoint and Outlook

Creating internal communication support (Posters, Powerpoints, Videos)

Office Management, ordering supplies for each department, liaison with the group's General Services for the maintenance of our premises.

Maintaining expense reports

Welcoming external visitors



● Executive assistant

Vinci Environnement | Aug 2021 - Sep 2021

Temporary mission - replacing the EA during her holidays

Managing the CEO's agenda, setting up communication documents, of-

office management, archiving, and lending support with the company's future move to a new location.



- **EA to Havas China Desk founder & China Senior Advisor**

Havas | Mar 2019 - May 2020

Managing the agendas for 2 international directors, their travel logistics, including visa application and expense notes. I write meeting reports and do office management. My job also includes welcoming visitors, managing punctual projects, following up on invoices, elaborating PowerPoint presentations, and translating simultaneously. In written form, to and from the languages I speak. I started learning Mandarin.



- **Trilingual Executive Assistant - Fr, Engl, Spa - to the Chief Transformation Officer**

Havas Media Group | Jan 2018 - Mar 2019

Assisted the same person who changed position within the company.



- **Trilingual Executive Assistant - Fr, Engl, Spa - to Deputy General Manager Middle Office**

Havas Media Group | Apr 2016 - Dec 2017

Assistant to the director in charge of all Media Partnerships and internal technical projects such as DMP, and I managed a hectic and challenging agenda. Responsible for the logistics of her frequent travels to Europe, the USA, and Asia, where the trips were organized on a very detailed level in order not to waste any time or resources. I help set up decisive appointments with talented media players during international events such as Lions Cannes and CES Las Vegas.

I also helped build and finalize Powerpoint presentations, translate to and from the language I speak, and build simple but useful tools to increase efficiency.

- **Bilingual executive assistant, Medical & Regulatory Affairs**

Ipsen | Mar 2016 - Apr 2016

One month's temp mission before the arrival of the permanent employee. Assisting 3 directors and their teams with diary management, travel arrangements, managing the visa requests, planning and organizing internal & external planning, submitting and following up invoices on SAP, creating and following up on contracts in iCAP, collecting data for the compulsory transparency reports (DMOS).



- **Executive assistant, Executive Committee and HR**

VINCI Immobilier | Jan 2016 - Mar 2016

Two months' temp mission helping the CEO's assistant send the New Year's greetings and gifts. Mailing, managing database, ordering assistance, and wrapping and organizing the logistics for delivery. And for HR, updating the individual annual reports, merging and mailing the incentive bonuses letters, and updating the rota database.

- **Bilingual executive assistant**

TCL Multimedia | Dec 2015 - Dec 2015

One month's temp mission. Diary, travel arrangements and expense notes management, organizing meetings and conference call, dispatching mailing, welcoming visitors, switchboard management, administrative and logistic support on the company's moving project, and updating the procedures.

- **Bilingual executive assistant - TV Sales - Marketing & Communications - Opérations Media**

QVC FRANCE | Jul 2014 - Apr 2015

Assistant to 3 directors, TV Sales - Marketing & Communications - Broadcasting - within an English-speaking company. Diary, travel, and expenses management. Setting up meetings and meeting reports, logistics for the training sessions abroad for the teams. Written and simultaneous trans-

lation during meetings. Rate negotiation with new suppliers, organize business meals, plan and organize the team building event, manage office supplies, coordinate the company's relocation to new offices, assist ex-pats colleagues with their relocation, enter invoices in COUPA (SAP), and follow up the payment.



● Executive Assistant Sales Manager France & Belgium

Convatec | Sep 2012 - Jun 2014

Support: Booking travel arrangements, declaring the Sales Director's expenses, booking accommodation, meals, and transportation during the new sales reps' training sessions and for the regional sales managers' quarterly meetings.

Administration: declaring and following up on the company's commercial events with the official agencies in France and Belgium, updating the holiday schedule for the Belgian sales team for HR, following up on suppliers' invoices payments on SAP, drafting speakers' contracts, liaising with the IT service desk for the Sales teams in France and Belgium, punctual administrative support for HR.

Logistics: re-editing the 2013 Belgian product catalog in collaboration with a graphic designer, mailing and emailing clients' invitations and communication, translating HR documents and CEO memos to and from Dutch and English, writing meeting reports, organizing conference calls, managing office supplies, ordering business cards, filing and redistributing mail, archiving, punctual training.

Education & Training

2004 - 2005

● MINEA

Licence,

1994 - 1998

● Université Paul Verlaine Metz

Maîtrise,

1991 - 1994

● Lycée Georges de la Tour

Baccalauréat Lettres et Langues,