



Deborah Harris

Executive Assistant Freelance

London, UK

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Languages

English (Native)

Italian (Fluent)

About

I help you organise your time and energy.

I achieve this by supporting you in business and focusing primarily on managing your email and diary. You'll have more time to focus on revenue-generating activities and hit those targets and deadlines with a renewed sense of peace, approaching each day more relaxed, knowing you've got your EA working diligently with you.

I've worked for global firms and supported Founders, MDs, C-Suite Execs, Senior Execs, Business Directors and Decision-Makers for over two decades across industries in the UK and Italy. I work with you 1:1 and provide team support.

I provide short-term and long-term cover for:

- Big business (1-100+ employees)
- Small business (1-10 employees)
- Solopreneurs

I'd love to hear from you!

www.deborahonline.com

BRANDS WORKED WITH

- AOL.com
- BMG
- Financial Times
- National Cancer Institute
- Newsweek
- Norton Rose Fulbright
- Prada

Experience



● Executive Assistant to Chief Operating Officer

BMG | Jul 2021 - Nov 2021

International music recording and publishing company. Contracted to support team in demanding time-critical role to provide flexible ongoing EA holiday cover.
-Managed complex scheduling across multiple time zones, inbox, email & diary management, minute taking.



● Executive Assistant to Chief Operating Officer

BMG | Feb 2020 - Apr 2020

International music recording and publishing company. Contracted to cover unexpected departure of prior EA. Seamlessly stepped into a demanding, time-critical role that required hard work, dedication and professionalism, and keeping the ship afloat at a challenging time.
-Expertly handled deadlines and finances under extreme pressure; managed complex scheduling, budgets, presentations, hectic diary management, global travel arrangements, IT set up and online platform issues.
-Brought positive attitude and resilience across Covid-19 contingency preparation and planning; proved multitasking capabilities in organising administrative safeguards and controls within a new business setting.



● Executive Assistant to Regional Directors and General Secretary

Prada | Jul 2019 - Dec 2019

Produces and distributes luxury leather goods, footwear, RTW and accessories through Prada, Miu Miu, Church's and Car Shoe brands. Supported Regional Directors and oversaw central communications at a time of change and UK restructuring.
-Led complex, time-critical diary management, planning and coordinating constantly changing schedules.
-Mitigated risks and tracked costs; managed company credit card expen-

diture and authorised purchases.

-Reinforced business partnerships; liaising with Harrods, Selfridges, Brown Thomas and MATCHESFASHION.

-Overcame challenges in allocating sought-after seats at Prada SS20 and Miu Miu SS20 Fashion Shows; responded to influx of calls and ticket requests from fashion directors, buyers and social media influencers.

-Prioritised, dealt with and archived sensitive incoming email communications from Prada Family Board of Directors in Milan HQ and prepared confidential email communications on behalf of Regional Directors.



● Executive Assistant to Departmental Heads

Norton Rose Fulbright | Jan 2014 - Jan 2019

Trusted business manager and gatekeeper, enabling executives to focus on revenue-generating activities. Provided top-level support across corporate departments in Financial Services, Insurance and Technology.

Planned workflow, managed diaries, coordinated schedules, and checked progress, changes and risk areas.

Prepared manager reports with action points for discussion and detailed PowerPoint presentations.

Led benchmark events that involved planning, venue and equipment hire, catering and accommodation.



● Executive Assistance

Norton Rose Fulbright | Jan 2005 - Jan 2019

Global law firm, with 7,000 employees across 50+ cities in Europe, USA, Canada, Latin America, Asia, Australia, Africa and Middle East. Joined as PA to Managing Partner, progressing to Library Manager of over 1,000 titles and London-based EA role.



● PA to Managing Partner

Norton Rose Fulbright | Jan 2005 - Jan 2009

Helped establish Rome office. Created local administrative base and aesthetic reception and library area. Assisted Managing Partner and team of five lawyers, built client relationships and liaised with London office.

-Provided full business and private support, prioritised emails, resolved issues and handled ad hoc requests.

-Led multifaceted diary management; coordinated global travel and remained on-call, - for any changes.

-Organised '48 ore del Mare' Confitarma Shipping event in Naples; commended by London office for input.

-Translated legal documents from Italian to English and identified subtle changes in language nuance.



● Data Manager

National Cancer Institute | Jan 2003 - Jan 2005

Handpicked to supervise revolutionary research for I-ELCAP lung cancer screening programme. Collaborated with Dr Salvatore Giunta on complex data, producing case studies and statistical reports.

-Optimised efficiency by creating administrative infrastructure with clear processes, procedure and systems.

-Organised materials for international events and accompanied Professors at seminal New York conference.



● PA to VP and Editorial Director

AOL.com | Jan 2001 - Jan 2003

Led administration and multi-sited matrix communications as PA to Anne Alexander. Oversaw diary management, organised travel, processed expenses and managed budgets, events and HR.

-Coordinated AOL UK, CompuServe and Netscape activities, following Time Warner's acquisition of AOL UK.



● Administrator

Financial Times | Jan 1999 - Jan 2001

Presented timely and accurate data for Business Information Products Call Centre. Sold share price information and one-off editions of the London Stock Exchange Daily Official List.



● PA to Bureau Chief & Office Manager

Newsweek | Jan 1995 - Jan 1998

Oversaw fast-paced schedule of Rod Nordland, acclaimed 'Correspondent at Large', who operated from Rome and extensively travelled the Balkans. Navigated conflicting demands and acted as a calming influence.

-Maximised the value of executive time with bespoke PA support that ensured smooth office management.

-Entrusted to act autonomously as loyal gatekeeper and travelled internationally at short notice.