

SUZY SUJATA ESSEX

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Resourceful Executive Assistant adept at assisting business leaders to implement strategic decisions to achieve success and sustainable growth. Highly self-motivated with a solid work ethic. Skilled at multi-tasking and maintaining a strong attention to detail with utmost confidentiality. Employs professionalism and superior communication skills to meet client needs, in a friendly, confident and effective manner. Strong business professional with a BSc Degree focused in Biomedical Science from Kingston University.

EXPERIENCE

SEPTEMBER 2020 – PRESENT

DIRECTOR & OWNER, HELPFUL EA LTD.

- Executive business support helping entrepreneurs and SLTs focus on success by taking care of all their business and personal support needs
- Helpful EA...assisting your success!

MARCH 2023 – PRESENT – CURRENT CLIENT

EXECUTIVE ASSISTANT TO DWAIN CHAMBERS, CHAMBERS FOR SPORT

NOVEMBER 2020 – PRESENT – CURRENT CLIENT

EXECUTIVE ASSISTANT TO DAMIAN LEYDON, SUNERGOS PARTNERSHIP

APRIL 2021 – SEPTEMBER 2024

EXECUTIVE ASSISTANT TO IAN CROCKFORD, PROJECT SOLVED

SEPTEMBER 2023 – OCTOBER 2024

EXECUTIVE ASSISTANT TO RFU TWICKENHAM STADIUM MASTERPLAN PROGRAMME, RUGBY FOOTBALL UNION

AUGUST 2019 – SEPTEMBER 2020

EXECUTIVE ASSISTANT TO CEO & OFFICE MANAGER, OUR PLACE

- Diary management
- Minute taking for board meetings
- Hosting clients and stakeholders
- Managing all office requirements including organised and managed the office move
- Governance management
- Typing, collating and issuing all types of business correspondence
- Facilities Manager
- Organising and hosting all company events
- Booking and managing national and international company travel
- Managing associated business (Farmshop café)
- Set up and Head of the Social Committee

SEPTEMBER 2014 – AUGUST 2019

PERSONAL ASSISTANT - INTERNATIONAL QUARTER LONDON, LENDLEASE

PA TO SENIOR DIRECTORS (PROJECT LEADERSHIP TEAM) – JOB SHARE

- Diary management
- Preparing and editing project /company presentations
- Minute taking for board meetings
- Hosting clients and VIP's
- Close stakeholder engagement and management
- Typing, collating and issuing all types of business correspondence
- Fully involved in the day to day running of the Development Team
- Booking complex travel itineraries
- Owner of the Project's organisation structure
- Finance support (purchase orders, invoices, expenses)
- Organising project events
- Actively promoting health and wellbeing on the Project by organising events, collateral, sessions through the IQL Health & Wellbeing Focus Group
- Holds Diversity and Inclusion as a high priority and is an active Ally in the LGBTQ+ forum

JUNE 2013 – SEPTEMBER 2014

LENDLEASE

Maternity leave.

AUGUST 2008 – JUNE 2013

EXECUTIVE ASSISTANT - ATHLETES VILLAGE LONDON 2012, LENDLEASE

EA TO PROJECT DIRECTOR (JUNE 2012 – JUNE 2013)

EA TO CONSTRUCTION DIRECTOR (MAY 2010 – JUNE 2012)

EA TO HEAD OF SECURITY (AUGUST 2008 – MAY 2010)

- Full management of an ever-changing diary where precision was of the utmost importance
- Booking travel and logistics for the family
- Ensuring all passports and visas required were valid and within date
- Complex and detailed diary management for the individual and his extended family
- Property searching for their home, including negotiating the lease and managing the house move
- Signatory on all personal and business bank accounts. Maintaining the relationships with private banks
- Line manager for the Project's admin team
- Hosting VIP's on the project
- Governance management
- Booking all restaurants and keeping a detailed list of contacts at various clubs and restaurants
- Complete organisation of project topping out / completion ceremonies; inviting guests, creating a schedule of events, booking hotels, loaders, payment of invoices, travel arrangements, catering arrangements.
- Obtaining sporting event tickets and managing debentures – Arsenal, Wimbledon, Lords, Ascot.
- Finance support (purchase orders, invoices, expenses, etc.)
- Owner of the Project's BCDR plan and an active role in it
- Owning, collating and issuing the month's financial and progress information through the board report

- Strong relations with key stakeholders and supply chain
- Extensive diary management and executive admin support to managers and the team, including handling expenses claims, new starter forms, building inductions and visitor passes
- Preparing presentations and Department documents using PowerPoint, Excel and Word
- Liaising with suppliers and facilities on behalf of the department
- Booking travel and accommodation
- Dealing with highly sensitive and confidential material and organising National Security / Counter Terrorism security briefings
- Arranging the monthly, anonymous Drug & Alcohol testing on the Project
- Screening all calls coming into the team- internal and external
- Organising external and internal team meetings, lunches, workshops, conferences, conference calls, social and team building exercises, company announcements and other functions
- Meeting and greeting visitors and clients, as well as building internal and external relationships with key clients and colleagues
- Minute taking for weekly and monthly meetings

JANUARY 2008 – AUGUST 2008

EXECUTIVE ASSISTANT TO HEAD OF SECURITY, OLYMPIC DELIVERY AUTHORITY

Maternity Cover.

- As per role described above.

AUGUST 2007 – DECEMBER 2007

PROJECT MANAGER, FILING PLUS LTD.

- Planned, organised and implemented office moves
- Providing solutions for Document Management
- Liaising with suppliers, facilities departments and departmental heads
- Managing temporary workers including organising timesheets, disciplines, training, etc.
- Ordering supplies as well as admin and support
- Conducting detailed research of filing needs for specific blue-chip companies and other national corporations

JUNE 2004 – JULY 2007

TEAM SECRETARY, ASSISTANT OFFICE MANAGER & ACCOUNT MANAGER, PROPERTYFINDER.COM

- Diary management, arranging meetings, booking travel and associated services, basic HR duties, events organising
- Liaising with suppliers and facilities
- Developed product marketing material
- Conducted training sessions
- Sales admin and support
- Helped set up the Account Management Department
- Client management, client services and retention, presentations, exhibitions, upselling & business development
- Set up and Head of Social Committee and organised company events
- Charity Committee member

EDUCATION

1998 - 2001

BIOMEDICAL SCIENCES, KINGSTON UNIVERSITY

BSc (Hons)

1996 - 1998

A-LEVELS, NORWICH HIGH SCHOOL (GPDST)

Biology, English Literature, General Studies, Mathematics

1990 - 1996

GCSE-LEVELS, THORPE HOUSE SCHOOL

11 Passes, including English, Mathematics, Information Systems

ACTIVITIES

My passion outside of work is family time with my 8yo and 11yo; they keep me busy and out of mischief (occasionally!)! I enjoy leisure pursuits such as cycling, open water swimming and camping as well as being a keen reader who particularly enjoys fictional literature. I am a key member in my social circle; I regularly organise big social events throughout the year for family and friends. I also like to think of myself as a good chef who cooks a variety of exquisite and tasty dishes, which stems from my very enthusiastic interest in travelling; I have visited a variety of places around the world such as USA, various islands in the Caribbean, Europe, Canary Islands, Africa, Australia and India (I am fluent in Hindi).

REFERENCES

Available upon request; in the interim, please refer to the testimonials section on www.helpfulea.com.