

---

## Executive Snapshot | Profile Summary & Value Proposition

---

Virginia Leigh is an experienced, effective Executive. Virginia holds an Hon. Bachelor's Degree in Semiotics and Communication Theory from University of Toronto and speaks French with advanced proficiency. Constantly learning and adapting to fluid workplace dynamics, Virginia has a balanced mix of office and hospitality expertise that builds upon her exceptional communication, interpersonal, organizational, and strategic thinking skills. Virginia has excellent references (available upon request).

Virginia's business value as an Executive Assistant is predicated on the following activities that support leadership and contribute to success with the following impacts:

### 1. **LEADERSHIP IN COMMUNICATION** – Administrative Gatekeeper & Liaison for CEO

*As point of contact, provides as gateway role, effectively managing correspondence, coordination and relationships.*

**ALIGNMENT** - Executive level communication and coordination on behalf of CEO. Represents organization with elegance, tact and competence, skillfully managing expectations, while keeping CEO informed and updated.

**COMMITMENT** - Proactively develops and strengthens working relationships and engagement. Cultivates workplace harmony to keep morale high, garner support for collaboration, and nurture networks to expand reach.

**INFLUENCE** - Establishes confidence of stakeholders by demonstrating high standards, sound judgment, and follow-through. Builds trust exercising integrity and strong boundaries, protecting all critical and sensitive information.

### 2. **GUARDIAN OF TIME & FOCUS** – Administrator & Office Manager

*Maintains CEO's office at a superior level providing effective administration and comprehensive operations support.*

**QUALITY** - Focuses CEO's time and energy to optimize efforts, ensuring timely completions and high-quality results. Keeps CEO on track organizing commitments around deliverables, planning according to priorities and preferences.

**MOMENTUM** – Creates flow for smooth roll-out of tasks, initiatives, and engagements by generating stability, consistency and predictability with organized systems structures, seamless processes, and standardized procedures.

**LEVERAGE** – Initiates workflow optimizations, facilitating performance, productivity, growth and enablement. Problem-solves to streamline complexity and identifies innovative tools and solutions to increase reach.

### 3. **STRATEGIC SUPPORT**

*As the right-hand, collaborates in a functional and strategic capacity as required on action items and key initiatives.*

**AGILITY** –Anticipates needs and eventualities to proactively prepare for variance with solutions and alternatives. Adapts and responds with appropriate urgency to evolving priorities, fluidly managing changes in timing and scope.

**CLARITY** – Determines facts and derives valuable, accurate insights to draw precise conclusions that refine focus, drive decisions, steer action, and guide direction with strong data acuity. Reports findings clearly and concisely.

**RELEVANCE** – Contributes to key projects pertaining to function or strategy with solid business acumen, thorough understanding of CEO's role and company goals, and perceptive intelligence. Generates new ideas and approaches.