

Virginia Leigh | Executive Assistant Profile

SUMMARY

Hi, I'm Virginia Leigh. I'm an experienced, effective Executive Assistant.

Polished and professional, I have a proven track record in business operations and communications with 10+ years of experience providing excellent administrative and strategic support. Constantly learning and adapting to fluid workplace dynamics, I have a balanced mix of office and hospitality expertise that builds upon my exceptional communication, interpersonal, organization, and critical thinking skills. Through my diverse experience as a content creator, I've gained a rich awareness of communications strategy through the lens of leadership. A personable self-starter, I'm committed to excellence, clarity, growth, and bringing out the best in others. I hold an Hon. Bachelor's Degree in Semiotics and Communication Theory from University of Toronto and speak French with advanced proficiency.

STATUS & OBJECTIVE

Ready for a new challenge, I'm currently looking for a full-time position as an Executive Assistant.

Supporting an executive alongside the leadership team may be one of the most professionally and personally fulfilling roles of one's career. Keenly motivated by the broad business exposure I may acquire as your Executive Assistant, my career goal is to leverage my communications and operations capacity to support leadership and contribute to key organizational initiatives. I am highly driven to develop in this role and to excel as part of your team. I have excellent references (available upon request).

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High-Performing Operations & Communication Professional

Highly organized and results oriented, I set goals and manage projects to completion effectively. I have exceptional communication skills both verbal and written, with experience preparing a wide range of documents for internal and external use, from proposals to reports. A quick learner, my research and analysis skills are finely tuned, and a core competency of mine is the ability to synthesize data and derive insight. I've coordinated logistics of all kinds, led functions of various size and level of formality, facilitated budgets, maintained extensive databases and files, and am adept with bookkeeping and accounting functions. With a big picture perspective and impeccable attention to detail, I take initiative to optimize processes, systems and teams. I've developed these skills supporting executives and entrepreneurs in the past, and most recently, as an entrepreneur developing passion projects during the pandemic.

Interpersonal Leadership

People often describe me as perceptive and emotionally intelligent, and I believe it is because I have a natural sensitivity for people, prioritize listening, and anticipate the needs of others. Comfortable communicating on all levels, I exercise mature judgment, discretion, and a sense of diplomacy. A resourceful problem-solver, maintaining a positive outlook and composure under pressure, while my calm nature puts people at ease.

Core Competencies

- Administration - organization, time management, coordination, scheduling, task management, information architecture
- Operations - research & analysis, agility, systems innovation and workflow optimization, delegation
- Communication - writing, presentation, correspondence, relationship building, mediation