

# CHRISTINE PEYLOUBET

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## SUMMARY

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Sr. Executive Assistant with over (20) years of experience providing administrative support to C-level executives. Highly proficient in computer and word processing skills who is reliable and responsible with a positive attitude and strong work ethic. Possess the highest degree of integrity with a stellar record of maintaining confidentiality. Maintain excellent written and verbal communication skills both in English and Spanish. Strong interpersonal skills. Team Player. Ability to think several steps ahead. Able to set priorities and adjust them as necessary to accommodate demanding schedules or crucial deadlines. Desire to resolve issues and to see projects to completion. Ability to creatively analyze and resolve problems. Ability to accept constructive criticism. Demonstrate common sense, maturity and professional demeanor. Comfortable dealing with people and employees at all levels in the organization. Conscientious and detail oriented. Highly motivated and quick learner.

## OBJECTIVE

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Obtain a challenging Executive Assistant position where my professional experience, education, and collaborative spirit will allow me to make a contribution as an integral part of a progressive company.

## EXPERIENCE

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### **Banco Santander International**

Miami, FL

Sr. Executive Coordinator to the CEO

02/2019-05/2020

- Responsible for day-to-day management of the CEO's calendar and activities.
- CEO's liaison to the Board of Directors.
- Responsible for the timely preparation and presentation of materials for internal and external meetings involving the CEO.
- Review of CEO's email communications providing timely responses.
- Support to the Management Team providing assistance as needed.
- Organization of CEO travel arrangements and preparation of expense reports.

### **TotalBank**

Miami, FL

Executive Assistant to the Chairman & CEO

01/2016-07/2018

- Complete a broad variety of administrative tasks for the Chairman & CEO including: managing an extremely active calendar of appointments, completing expense reports; composing and preparing correspondence, both in English and Spanish; arranging travel plans, itineraries and agendas.
- Coordinate and ensure the Chairman & CEO's schedule is followed. Provide "gatekeeper" and "gateway" role.
- Communicate directly, and on behalf of the Chairman & CEO, with Management and Board Members.
- Provide and ensure smooth communication between the Chairman's office and customers, management and internal Departments.
- Event planner and coordinator.
- Prioritize conflicting needs, handle matters expeditiously, proactively and follow-up on matters for successful completion.
- Edit and complete first drafts for written communications, both in English and Spanish

**DFASS (Duty Free Air & Ship Supply)**

Miami, FL

Executive Assistant to the CFO & President

03/2015-01/2016

- Manage and maintain CFO's calendar including scheduling appointments.
- Coordinate CFO's & President's travel itineraries, flights, hotel accommodation and other travel needs.
- Complete monthly expense reconciliation for CFO's & President's corporate credit card.
- Secure appropriate signatures and track documents through the approval process on behalf of the CFO.
- Responsible for all vendor management which included ordering office supplies and equipment. Managing and monitoring service levels, invoice reconciliation and addressing unsatisfactory vendor services.
- Office budget control for office supplies and equipment.

**Gomez-Acebo & Pombo (3rd largest Spanish law firm)**

Madrid, Spain

Executive Assistant to the Chairman

03/2013-02/2015

- Personal administrative support to management conducting and organizing administrative duties.
- Calendar management, travel arrangements, expense reports.
- Drafting and editing business correspondence. Internet research and reports developing.
- Organize and coordinate meetings, conferences. Internet research and reports developing.
- Type and distribute minutes of meetings and meeting coordination.
- Maintenance of databases and liaison with internal and external contacts.

**SEPLA (Spain's Pilots Union)**

Madrid, Spain

Executive Assistant and Translator

06/2011-12/2012

- Affiliate care support
- Translation both into English and Spanish of Pilots Collective Agreements (joint venture Iberia-British Airways)
- Conducted interviews in English for new staffing
- Administrative support to the Iberia Pilots Union representatives

**J. Garcia Carrion (leading Spanish food industry, world's 4<sup>th</sup> largest wine producer)**

Madrid, Spain

Executive Assistant to the President

11/2009-07/2010

- Supported a staff of 2 employees
- Diary organization, meeting preparation, writing of reports, press kits, sales SAP reports, calendar and travel management. Call screening.
- Support to the Legal Department (translations, interpreter for the Vice President in her meetings with US law firms.

**Citi (Citigroup Global Markets, Investment banking)**

Madrid, Spain

Executive Assistant to the Chairman

04/2006-07/2008

- Diary organization, meeting preparation, reporting, presentations (English and Spanish)
- Email management, call screening, expense reports, client reception and visits.
- Travel arrangements and corporate events, such as the Madrid's Citi European Advisory Board meeting.

**Grupo San Jose (listed Spanish business group, mainly focused in the construction industry)**

Madrid, Spain

Executive Assistant to the Chairman

02/2004-01/2006

- Diary organization, preparation and processing of Minutes for Steering Committees, Board of Directors and Board of Group companies.
- Review and translation of companies' group Annual Report
- Personal meeting preparation, reporting, presentations (English and Spanish)

## **SKILLS**

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- Bilingual: English – Spanish / Basic knowledge of Portuguese and French.
- Microsoft Office

## **EDUCATION**

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### **Montgomery College**

Secretariado Internacional (Business Administration Certification)

Buenos Aires, Argentina

1987

### **San Agustin School**

High School Diploma

Madrid, 1986

*References Available Upon Request*