

MARTYNA MAS

EXECUTIVE ASSISTANT



PROFILE

Organised and proactive Executive Assistant with a proven track record in supporting senior leaders, managing complex schedules, and streamlining operations. Skilled in handling confidential information, coordinating projects, and maintaining excellent client and team relationships. Adept at balancing multiple priorities with discretion, efficiency, and professionalism.

SKILLS

- Executive & Personal Assistance (calendar, travel, inbox)
- Meeting & Event Coordination
- Administrative Operations & Document Management
- Customer & Stakeholder Relationship Management
- Multitasking & Time Management
- Discretion & Confidentiality
- Social Media & Communications Support

WORK EXPERIENCE

Tyck Limited May 2024 – Present

Executive Assistant

Clients: LMRE, Tenyks, Circl

- Provide comprehensive executive and administrative support including diary management, travel arrangements, and document preparation.
- Coordinate meetings, events, and social media engagement on behalf of clients.
- Deliver accurate transcription and handle inbox management with professionalism and confidentiality.
- Recognised for improving efficiency and enabling clients to focus on strategic goals.

VL Aesthetics, Carlisle, UK 2017 – 2023

Medical Aesthetician / Administrative Support

- Managed client bookings, correspondence, and reception duties, ensuring seamless operations.
- Supported stock control, invoicing, and reporting to assist management with decision-making.
- Provided exceptional client service, improving retention and contributing to revenue growth.
- Maintained strict compliance with health, safety, and data confidentiality standards.



Subway, Carlisle, UK 2016 – 2017

Team Leader

- Supervised staff schedules, training, and performance in a fast-paced environment.
- Oversaw daily operations, ensuring compliance with audits and regulations.
- Enhanced customer satisfaction and sales through team motivation and service delivery.

Private Client, Lausanne, Switzerland 2012 – 2013

Personal Assistant

- Delivered high-level PA support to a Managing Director, including travel arrangements, diary management, and personal administration.
- Ensured smooth running of daily business and personal commitments with discretion and initiative.

Additional roles in childcare, admin, and education support available upon request.

EDUCATION



- BSc Sports Rehabilitation, University of Cumbria, UK (2018)
- Diploma in Business Administration & Management, Université Polytechnique Hauts-de-France, France (2012)
- Virtual Assistant & Online Meeting Management Diploma, Compliance Central (2023)
- Level 3 Diploma in Data Entry, Analytics & VA Skills, StudyHub UK (2023)
- Level 7 Certificate in Business Development, Thames College (2022)
- Level 7 Advanced Diploma in Sales Management, Oxford Home Study College (2022)