



VENETIA GODDARD

EXECUTIVE ASSISTANT



PROFILE



Highly motivated, dedicated and accomplished professional with outstanding leadership and management skills, and extensive experience in a variety of organisations and situations within the commercial sector. Recognised and sought upon by senior management to assist planning, implementation and execution of business goals, objectives and policies, in delivering major change and routine projects spanning across several internal departments. Regarded as hands-on, diligent individual with ability and willingness not to be restricted by a role title and undertake extra responsibilities in order to further company's growth, commercial success and revenue streams. Strive on working in challenging and demanding roles and environments, persistently working towards successful delivery of set objectives within time and budgetary constraints. Continuously seeking further professional and personal development through continuing education, training and on the job experience.

SKILLS

- **Communication and Interpersonal Skills** - Possess exceptional communication skills (written and verbal), influencing, motivating and persuading abilities and relationship management capabilities complemented by outstanding talent to understand needs and requirements of management and colleagues, and convey information in a clear and understandable manner, enabling to establish and maintain good business relations with wide ranging audiences.
- **Analytical & Problem Solving Skills** - Demonstrate solid ability to address and tackle a wide array of issues in a logical, rational and methodical way, complemented with a strong decision making skills and judgement. Proficient in handling large amounts of data and information whilst successfully determining relevance and possible utilisation for delivering project goals and objectives.

WORK EXPERIENCE



Jan 2024 - Present

Virtual Assistant - Tyck Limited

Clients: Fussy, Progression, MeterZ

EA Service:

- Inbox/Diary Management,
- Typing up notes
- Document/report production
- PowerPoint Presentations

Admin Support:

- Travel/Hotel Management
- Data Entry
- Internet research
- Producing spreadsheets

Jan 2023 - Present

Virtual Assistant/EA (remote) Eventra VA Services (Owner)

Event Management:

- Planning and executing various events

Traditional PA/EA Service:

- Inbox/Diary Management,
- Typing up notes
- Document/report production
- PowerPoint Presentations

Admin Support:

- Travel/Hotel Management
- Data Entry
- Internet research
- Producing spreadsheets

Social Media

- Uploading and scheduling social media posts

SKILLS

- **Teamwork & Leadership** - Recognised as natural leader, capable of effectively leading, motivating and developing teams to consistently deliver excellent performance, with particular focus on delivering desired results. Flexible and approachable, works well within a team or independently with high degree of autonomy.
- **Composure and Poise** - Hold the ability to remain calm and composed under pressure and deadlines, and continue pursuing project aims and objectives in the face of challenging circumstances.
- **Organisation, Time Management & Prioritisation** - Highly skilled in multitasking and prioritising numerous tasks from their start to successful completion within set deadlines allowing major and routine projects to be successfully completed on time.
- **Project Management** - Adept in all facets of running projects in a quick-paced commercial environment with track record of consistently delivering successful results within time and budgetary constraints.
- **Business Administration** - Proficient in managing business correspondence and diaries with outstanding accuracy and attention to detail, ensure safeguarding of confidential information and delivering great customer service.
- **Accuracy & Attention to Detail** - Skilled and experienced at ensuring precision and correctness of the data and information handled and communicated to colleagues and management.



Certified Online Business Manager® (remote) Eventra OBM & VA Services (Owner)

Sep 2023 – Present

Operational Efficiency:

- Streamline and optimise business operations, enhancing productivity

Project Management:

- Oversee and co-ordinate projects, ensuring they are completed on time and within budget.

Team Co-ordination:

- Hire, onboard and manage virtual teams
- Strategic Planning:
- Help develop and execute strategic business plans, setting goals and tracking progress

Oct 2018 – Feb 2020

Social Media Assistant (remote – 7hrs/week) Pink Spaghetti (Chichester)

Mailchimp:

- Responsible for creating monthly Newsletter with pre-approved information and ensuring it was scheduled to go out.
- Creating monthly invite, reminders and thank you email for Monthly Networking Meeting.
- On behalf of clients, create templates and campaigns to be sent out.

Hootsuite

- Updating Pink Spaghetti (Chichester) and our clients Social Media platforms (Facebook,
- Instagram & Twitter) with either information that has been provided by them or that I have created on their behalf.
- Proof reading information to be uploaded for our area's Social Media Platforms.
- Assisted with adding ongoing events onto Facebook for Pink Spaghetti (Chichester) and various clients.
- Receiving and adding new monthly tasks on Todoist.
- Logging daily tasks completed on Toggl as to bill back customers on a monthly basis for work completed on their behalf.
- Creating branded images for social media posts

ADS, BGL Group Ltd

Aug 2014 - Jun 2017 PA to Director & Admin Support IT

Apr 2014 - Jul 2014 Events Team (3 Day/Week)

Dec 2011 - Jul 2014 PA to Director & Associate Director

- Responsible for providing a comprehensive, confidential and professional support service to the Director in all aspects concerned with the efficient and successful operation of the office and division.
- Deputising for the director when required and appropriate to perform required tasks and lead the team.
- Responsible for gaining in-depth understanding and anticipating the Directors & Associate Directors working methods, priorities and requirements and representing them accordingly in all undertaken projects and programmes, with particular focus on delivery of objectives and goals, of the senior management and the board.

EDUCATION

- 2024 CPD Certified Launch & Funnel Strategist Programme (In progress) Charlotte Wibberley Academy
- 2023 OBM Certification Thrive OBM Academy
- 2023 VA Course – Logo to Launch At the Drop of a Hat
- 2014 Wedding Planner Training Trendimi
- 2009 NVQ Level 3 Business Administration & Personal Assistant Course ICS Home Learning
- 2006 NVQ Level 2 Customer Service & Business Administration Mymar
- 2005 Level 2 ECDL Corn Learning Centre
- 2004 Level 1 New Clait Corn Learning Centre
- 2002 Senior Certificate Clapham High School (SA)



- Accountable for providing project support for IT ADS and ensuring all projects are appropriately tracked and reported on - covering utilization and quality metrics, project timeline and milestones, resource management, risks and dependencies.
- Accountable for all facets of data security management - fulfilling role of Data Security Guardian, producing regular reports and presentations to the department, highlighting and escalating issues where necessary.
- Responsible for production and distribution of accurate and comprehensive MI reports, including relevant KPIs, board information packs and appropriate presentations, aimed at the executive team or fellow colleagues.
- Accountable for continuously reviewing and analysing working practices and project management in order to streamline and improve processes.
- Responsible for organising and running numerous promotional, business and social events on behalf of the company; performed critical role in successfully arranging key aspects of each event - venues, suppliers and contractors, security, travel arrangements, resources - and ensuring appropriate marketing and promotional campaigns take place. Event attendee numbers ranging from 21 to 6,136 across multiple sites.

BGL Group Ltd

Dec 2010 - Nov 2011 Project Administrator

Jan 2008 - Nov 2010 PA & Team Assistant

- Provide assistance and support to the IT Managers in providing management and financial information about the IT delivery schedule and its constituent projects; assist in providing information for key stakeholders and governance groups on the delivery schedules and administer the project time recording and resource recharging system and processes.
- Responsible for all aspects of project management - producing numerous project progress and management documents and reports in accurate and timely manner, overseeing resources and contractors, managing budgetary spend and expenses, supervising project progress against timelines and milestones, managing risks and dependencies logs and other routine and ad hoc project documents.
- Performing a range of secretarial and administrative duties to support members of senior management and the team ensuring smooth and efficient running of the team operations and overall office functioning.
- Accountable for various personnel management duties, producing reports in assistance to managers and team leaders, managing diaries and meetings, travel arrangements, external and internal correspondence, document and data control and management, administration of quality centre.