

## Natalie Berle

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## PROFESSIONAL SKILLS

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- EA Support
  - PowerPoint Training
  - Word Training
  - Document Formatting
  - PowerPoint Presentations
  - Creating Word & PPT Templates
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## PROFESSIONAL EXPERIENCE

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### Documint Limited

Owner/Director

Incorporated February 2007

- Documint Limited is a flexible administration support service that specialises in the creation, design and formatting of documents in Microsoft Word and PowerPoint
- Documint also offers virtual executive assistance to small businesses

*Having my own company has given me freedom and flexibility, which benefits both myself and my clients. Working for myself has enabled me to build on new and existing client relationships as well as allowing me the time to develop new skills. My focus is to provide a superior customer experience. Documint has grown progressively each year and has been an invigorating and rewarding career move for me*

### Meredith Connell – The Law Firm

WP Operator

May 2017 – December 2018

*Responsibilities:*

- Provide word processing support to a very large team of lawyers
- Prepare, edit and format legal documents in Word
- Dictation

### Chorus NZ

Communications Assistant to Ian Bonnar & Steve Pettigrew

July 2016 – August 2016

*Responsibilities:*

- Provide communications support to the Corporate Relations Team whilst they recruited a full time employee
- Organised some key stakeholder events such as TUANZ and secured the 2016 Christmas event in Wellington including venue, catering, entertainment and security
- Worked on the Chorus publication of 'The Download' through collation with authors and Tangible Media, proofing of stories and getting it out to the market via the database
- Put together the PPT presentation with visual effects for the Product, Sales & Marketing team offsite

### Spark NZ, Auckland

Executive Assistant & Personal Assistant providing Temporary/Contractor cover at Spark NZ

September 2008 – November 2015 (7 years and 3 months)

- Interim PA to General Counsel - Melissa Anastasiou, GM Regulation - John Wesley Smith and GM Corporate Relations – Andrew Pirie  
October 2015 – November 2015 (Spark Corporate)
- Interim PA to CEO Lightbox, Kym Niblock  
August 2015 to September 2015 (Spark Ventures)
- Interim PA to GM Wholesale, International & Product, Lindsay Cowley  
March 2015 – August 2015 (Spark Wholesale & Spark Connect)
- Interim Executive Assistant to Chief Executive Officer, Paul Reynolds  
April 2012 – June 2012
- Executive Assistant to Tristan Gilbertson, Group General Counsel & Company Secretary  
January 2012 – November 2012

### Spark NZ, Auckland (cont'd)

- Executive Assistance to Craig Mulholland, Company Secretariat & Governance  
June 2011 (holiday cover)
- Personal Assistant to GM SBD Network, Mark Dwight & GM Right First Time, Alastair Mackay  
April 2011 – August 2011 (T&SS)
- Executive Assistant to Group HR Director, Wayne Peat  
October 2010 – March 2011 (HR)
- Executive Assistant to Group Technology Officer, David Havercroft  
July 2010 – October 2010 (T&SS)
- Personal Assistant to GM Product Management, Paul Hayes & Head of Comms, Steve Pettigrew  
November 2009 – June 2010 (Wholesale)
- Personal Assistant to Director of Mobile, Paul Hamburger  
March 2009 – November 2009 (Retail)
- Personal Assistant to GM Product Management, Paul Hayes & Head of Comms, Steve Pettigrew  
September 2008 – March 2009 (Wholesale)

### The Boston Consulting Group, Auckland

Case Team Assistant

September 2006 – June 2007

*Responsibilities:*

- PA/admin support to one Senior Advisor, one Manager and one Project Leader
- Recruitment Assistant
- Alumni Co-ordinator
- Produce high quality presentation work from draft through to final

### Telecom NZ, Auckland

Strategy Team Coordinator

July 2004 – August 2006

*Responsibilities:*

- Team events co-ordinator
- Produce high quality PowerPoint presentations and develop templates for distribution across Telecom and the Board
- Provide PA, admin and team support
- PowerPoint Training

### First NZ Capital, Auckland

Temporary Contractor

December 2004 – August 2006 & July 2007 – December 2008

*Responsibilities:*

- Prepare, edit and format documents in Word and PowerPoint
- Provide after hours PA support to the IBD team

### UBS Investment Bank, Auckland

Personal Assistant, Temporary cover

March 2004 – June 2004

*Responsibilities:*

- Provide PA and admin support to the Joint Heads and the IBD team
- Prepare, edit and format documents in Word and PowerPoint

### Williams Lea Resourcing, London

Graphics Desktop Publishing Operator/Quality Controller/Contractor  
October 1999 – December 2003

*Subcontracted to the following Investment Banks:*

- Morgan Stanley
- Merrill Lynch
- Bank of America
- Deutsche Bank
- Goldman Sachs
- ABN Amro
- Close Brothers
- Credit Suisse

*Responsibilities:*

- Produce and format high quality PowerPoint presentations and Word documents using macroed Microsoft packages
- Quality control/proofreading

### OECD – Organisation for Economic Co-operation & Development, Paris

Secretarial Assistant – Environment & Economics Directorates  
August 2001 – April 2002

*Responsibilities:*

- Provide secretarial and administration support to Principal Administrator's & Consultants
- Prepare and assemble official OECD publications in Word
- PowerPoint presentations
- Proofreading

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## EDUCATION

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Pakuranga College – 5th Form Certificate

Alliance Francaise – French studies

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## REFERENCES

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References available upon request. Please see my testimonials at: [documint.co.nz](http://documint.co.nz)