

Natalie Berle

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PROFESSIONAL SKILLS

- EA, PA and Admin Support
 - Team Events Coordination
 - Diary Management
 - Travel Arrangements
 - Audio & Digital Transcriptions
 - Document Formatting
 - PowerPoint Presentations
 - Word Processing
 - Templates/Graphs/Charts/Tables
 - PowerPoint Training
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PROFESSIONAL EXPERIENCE

Documint Limited

Director

Incorporated February 2007

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

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
- Executive Assistance to Craig Mulholland, Company Secretariat & Governance
June 2011
- 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)

PROFESSIONAL EXPERIENCE (CONT'D)

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:

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|-------------------|------------------|
| ▪ Morgan Stanley | ▪ Goldman Sachs |
| ▪ Merrill Lynch | ▪ ABN Amro |
| ▪ Bank of America | ▪ Close Brothers |
| ▪ Deutsche Bank | ▪ 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
- PowerPoint presentations
- Proofreading

EDUCATION

Pakuranga College – 5th Form Certificate
Alliance Francaise – French studies

REFERENCES

References available upon request. Please see my testimonials at: documint.co.nz