

Natalie Berle

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PROFESSIONAL SKILLS

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

PROFESSIONAL EXPERIENCE

Documint Limited

Director
Incorporated February 2007

Having my own company has given me more 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. I now focus more on providing a fantastic customer experience. Documint has grown progressively each month and has been an invigorating and rewarding career move for me

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 various teams and the Board
- Provide PA, admin and team support
- PowerPoint Training

First NZ Capital, Auckland

Temporary Contractor
December 2004 – current

Responsibilities:

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

PROFESSIONAL EXPERIENCE (CONT'D)

UBS Investment Bank, Auckland

Personal Assistant
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
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
- PowerPoint presentations
- Proofreading

EDUCATION

Pakuranga College - 5th Form Certificate

Alliance Francaise – French studies

REFERENCES

References available upon request. See testimonials from my referee's at:
<http://documint.co.nz/company/testimonials>