

CHERYL STORRY

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EXECUTIVE SUMMARY

An administrative professional with 10+ years of diverse experience in providing exceptional service for handling high-end administrative practices such as spearheading office management functions, project coordination and administering facilities and services, facilitating communications, standardizing policies, etc. Competent in adapting to a variety of organizational processes and methodologies concerning best practices in Administration.

Crescent Petroleum

(March 2025- Present)

Executive Support Coordinator – Chairman's office

Administrative & Executive Support

- ❖ Act as the primary point of contact between the Chairman and internal/external stakeholders.
- ❖ Manage and maintain the Chairman's calendar, including scheduling meetings, appointments, and travel.
- ❖ Prepare and edit correspondence, presentations, reports, and other documents.
- ❖ Ensure the Chairman is well-prepared for meetings, including providing briefings and supporting materials.
- ❖ Organize and coordinate travel arrangements, itineraries, and logistics for business trips.

Communication & Liaison

- ❖ Draft high-quality internal and external communications on behalf of the Chairman.
- ❖ Handle confidential and sensitive information with utmost discretion.
- ❖ Coordinate communication between the Chairman and executive leadership team, board members, and other key stakeholders.

Meeting & Event Coordination

- ❖ Organize board meetings, executive briefings, and strategic planning sessions.
- ❖ Take and distribute minutes, track action items, and follow up to ensure completion.
- ❖ Plan and execute high-level events and engagements involving the Chairman.

Project & Operational Support

- ❖ Support strategic initiatives and special projects led by the Chairman.
- ❖ Conduct research and prepare briefing materials on industry trends, business opportunities, and relevant issues.
- ❖ Assist in prioritizing and tracking key tasks and strategic objectives.

(December 2024 – March 2025) Contract – 3 months TEMPORARY ROLE

Executive Assistant

Administrative Support

- Manage the CEO's calendar, schedule meetings, and coordinate appointments.
- Arrange domestic and international travel, including flights, hotels, and logistics.
- Handle emails, reports, and presentations, ensuring timely responses.
- Maintain and organize confidential documents and records.

Communication & Coordination

- Act as a liaison between the CEO and internal teams, board members, and external stakeholders.
- Screen calls, emails, and requests, prioritizing urgent matters.
- Prepare meeting agendas, take minutes, and ensure follow-up actions are completed.
- Facilitate smooth communication across departments.

Project & Business Support

- Assist in planning and executing strategic initiatives and projects.
- Conduct market research, data analysis, and reporting for decision-making.
- Monitor project progress and ensure deadlines are met.
- Support the CEO in business planning and operational efficiency.

Event & Stakeholder Management

- Organize executive meetings, leadership retreats, and company events.
- Coordinate investor and stakeholder meetings, including logistics and materials.
- Manage VIP guest arrangements and hospitality as required.

Confidentiality & Discretion

- Handle sensitive business and personal information with the highest confidentiality.
- Manage contracts, agreements, and high-level correspondence securely.

Damac Properties

(February 2024- November 2024)

Executive Assistant- Chairman's office

- **Calendar Management:** Efficiently manage the Chairman's calendar, scheduling appointments, meetings, and conferences with precision and attention to detail.
- **Travel Coordination:** Handle all aspects of travel arrangements for the Chairman, including booking flights, arranging hotel accommodations, and organizing transportation logistics.
- **Meeting Preparation:** Prepare agendas, presentations, and briefing materials for meetings and events, ensuring all necessary information is available in advance.
- **Communication Management:** Screen and prioritize incoming communications, including emails, phone calls, and visitors, managing the flow of information effectively.
- **Document Handling:** Draft and edit correspondence, reports, and other documents on behalf of the Chairman, maintaining a high standard of professionalism and accuracy.
- **Research and Information Management:** Conduct research and compile information for special projects and initiatives, providing valuable insights and support to decision-making processes.
- **Stakeholder Engagement:** Liaise with internal and external stakeholders on behalf of the Chairman, fostering positive relationships and representing the Chairman's interests with diplomacy and discretion.
- **Record Keeping:** Maintain confidential records and files, ensuring data security and compliance with relevant policies and regulations.
- **Personal Assistance:** Assist the Chairman with personal tasks and errands as needed, demonstrating a proactive and attentive approach to meeting their needs.
- **Team Support:** Provide administrative support to other members of the executive team as required, contributing to the overall effectiveness of the leadership team.

(Feb 2017 –October 2023)

Executive Assistant to Chief Marketing Officer Designation Chronology:

June 2019- Present: Executive Assistant to Chief Marketing Officer

Feb 2017 - Jun 2019: Executive Assistant to the Chief Executive Officer, Middle East

Accomplishments:

- Joined the organization as Executive Assistant to the CEO of the Middle East and moved up the corporate ladder currently handling the position of Facilities Coordinator/ Executive Assistant to the Senior Director & CMO.
- Embraced the responsibility as a Facilities coordinator for Dubai Cigna Offices, DWTC & DIFC, Receptionist, and Executive Assistant for Senior Directors & CEO. Challenged to work with various departments and proved mettle adjust to the constant movements within the company.
- Delivered expertise in directing diverse functional areas including administration, facility management, secretarial management, travel and logistics management, and HR support. Highlights & Responsibilities:
- Handpicked to manage CEO office operations, including coordinating logistics, conference room reservations, equipment setup, and preparing meeting materials for EXCO members.
- Played a critical role in handling and prioritizing the CEO's calendar, as well as travel and logistics for the CEO and senior directors, including flights, visa requirements, hotel accommodation, meeting schedules while traveling, and recording all expenses via Concur, aligning to company policies.
- Administering routine business activities, such as channeling emails/messages/issues to respective staff/departments, preparing meeting agendas, taking minutes of meetings, managing the CEO's calendar across different time zones, and managing conflicts.
- Moderating staff and handling office supplies/inventories, directing procurement, regularly updating inventory records, and ensuring optimal maintenance and judicious utilization of the same. Anticipating the needs of the CEO and helping navigate throughout the day as smoothly as possible.
- Offering HR support from onboarding new joiners to arranging induction programs and issuing office and building access cards, imparting training on how to use a desk booking scheduler, and completing formalities for leaving staff, including collecting assets and booking flights back to the home country.
- Arranging gifts for staff during celebrations such as new babies or weddings, sending flowers to mourning staff, and sending group emails and greetings to staff for monthly birthday celebrations
- Offering organization and coordination for generating building access/work permits/visitor access cards in liaison with building management as necessary, in addition to resolving access/parking concerns faced by staff and visitors (IT, Marketing, and Facility team vendors).
- Collaborating with building management for parking applications and communicating external notifications to internal stakeholders in case of an emergency/evacuation. Coordinating cleaning services and housekeeping to ensure top-notch cleanliness and hygiene, as well as maintaining housekeeping records and service reports.
- Performing functions such as receiving visitors, arranging access/valet parking during special events, and sending reports to HR for personnel who availed of subsidized parking in the building.
- Ensuring Health & Safety protocols are followed, trained First Aiders and Fire Wardens are in place across Cigna offices, and all M.E offices have duly active AED devices in place by liaising with the Cigna AED Global Team.
- Organizing all staff events, encouraging employee engagement, arranging event logistics, placing orders with discounted restaurants, and managing food deliveries during in-house events.
- Maintaining accurate invoices for consumables and stationery, deliveries, and forwarding them for approval to the Finance department team. Validating courier invoices against consignment slips/courier logs.
- Forging stronger ties with brokers and clients by arranging AWB shipping and gift-giving for various departments.
- Managing multiple functions of building operations and maintenance for facilities, overseeing pro-active and reactive maintenance services, and maintaining service logs to ensure timely services aligned with O&M manuals.
- Following up on repairs/replacements with warranted devices, and service providers, scheduling regular performance management meetings with vendor/landlord/service providers to review service provision, escalate concerns, and contract renewals.
- Maintaining important documents and data such as visitor access logs and updating the invoice tracker, access control tracker, contract tracker, and vendor performance management tracker to ensure immaculate Cigna physical security controls in managing public and confidential spaces within the office.
- Serving as a BCP Plan Coordinator for the DIFC office, working in sync with the Planning Team Leader and global BCP team while communicating with the DIFC Sales Manager for the submission of sales team expenses

Pixies & Ponies Kid's Club, Dubai, UAE

(April 2015– January 2017)

Sales & Operations Manager

Highlights & Responsibilities:

- Provided high-level administration, coordination, and supervision in overseeing the work of play area attendants, preparing monthly schedules, and maintaining good relations with the staff.
- Offered fiscal support in reviewing financial data to improve profitability, prepared and controlled operational budgets, and managed inventory.
- Formulated and implemented departmental and organizational policies and procedures to maximize output, ensured adherence to rules and regulations, and compliance with SOPs, policies, procedures, and health guidelines.
- Offered essential HR planning support in organizing recruitment and placement of staff, developing organizational structures, delegating tasks/responsibilities, establishing work schedules, supervising staff, and monitoring and evaluating performance.
- Commanded sales, marketing, and customer service functions and promoted guest participation in activities and events. Prepared and presented reports on operational activity and maintained high standards of cleanliness.

IHG Group, Dubai, UAE (November 2014- March 2015)

Commercial Administrator

Key responsibilities:

- Handled the entire spectrum of administrative duties and managed travel arrangements, visa arrangements, booking flights, hotel accommodation, booking airport transfers, and organizing travel itineraries for MEA commercial team.
- Performed a variety of highly responsible, confidential, and complex administrative duties, provided office-wide support on initiatives, best practices, and operational strategies for managing travel budget and reports on monthly travel expenses.
- Arranged internal and external meetings, classifying the meetings according to priority and delegating according to Manager's calendar as well as coordinated travel arrangements and itineraries as directed.
- Organized meetings, conferences, and office events for the MEA commercial team as per budget and requirements.
- Efficiently executed stock control functions, and optimized use of stationeries and promotion material for internal and external purposes.
- Maintained logs and processed travel and office expenditures and claims as well as external invoices and coordinated with Finance for timely payment.
- Served as an administrative liaison, and provided administrative support, which included daily maintenance of the office, communication system, filing, correspondence, copying, etc.

Emirates Airlines, Dubai, UAE Nov 2013 – Aug 2014

Executive Secretary, Senior Vice President – Commercial Department, Africa (UAE Local)

Highlights & Responsibilities:

- Monitored the daily schedule of the Manager and furnished required information/documentation for meetings/appointments, by coordinating with sources within and outside the Department.
- Screened incoming mails and telephone calls, action responses, re-direct correspondence and collated to the appropriate person obtaining additional information where necessary.
- Supervised the Department's attendance records, overtime claims and verify such claims where necessary and ensure that overtime claims are processed and forwarded to Salary Admin. Department for payment.
- Coordinator with regards to the activities of the organization in order to liaise effectively with senior executives and external contacts on behalf of the Manager.
- Maintain Petty Cash accounts by verifying authenticity of claims ensuring figures are accurately recorded. Control and handle cash transactions to bring accounts to balance.
- Provide secretarial services to the Manager by attending to routine administrative paperwork.

Education: Bachelor of Science in Psychology- Saint Louis University, Baguio City, Philippines (1999-2003)

Personal Information:

Nationality: Philippines

Gender: Female

Languages: English and Tagalog

Driving License: UAE Driver's License

