

# Christina Christou | Executive Assistant

Phone & WhatsApp: +971 54 358 7439

Email: [christina\\_christou@hotmail.co.uk](mailto:christina_christou@hotmail.co.uk)

LinkedIn: <http://linkedin.com/in/christina-christou-62718983/>

Driven, detail-minded and resourceful Executive Assistant with over five years' experience working in high growth financial and retail companies, providing dedicated and extensive support to C-Suite Executives & senior management. A natural decision-maker, specialising in prioritisation, multi-tasking, & strategic planning.

## SKILLS

- |                          |  |   |
|--------------------------|--|---|
| ✓ Communication skills   | ✓ Interpersonal skills                                   | ✓ Problem-solving   |
| ✓ Decision-making        | ✓ Leadership   | ✓ Project management                                      |
| ✓ Effective scheduling   | ✓ Microsoft Office & Google Suite (Advanced proficiency) | ✓ Remaining composed in pressured fast-paced environments |
| ✓ Emotional intelligence | ✓ Negotiation  | ✓ Slack (Messaging program)                               |
| ✓ Event planning         | ✓ Organisational skills                                  | ✓ Team player   |
| ✓ Gatekeeper             | ✓ People management                                      |   |
| ✓ Highly flexible        |  |   |

## CAREER HIGHLIGHTS

Tamara, Dubai, United Arab Emirates

September 2022 – Present

Executive Assistant to Co-Founder & Chief Executive Officer

Klarna Bank AB, London, United Kingdom

September 2020 – May 2022

Executive Assistant to Chief Commercial Officer

Klarna Bank AB is a leading global fintech, payments & shopping service, with a revenue of £1.2 billion and 6000+ employees across 45 countries. I supported the Chief Commercial Officer as his right-hand woman, with 16% of employees reporting to him. I always ensured the CCO was always prepared for any commitment or outcome, and always on-hand for any last-minute requests.

- Coordinating the CCO's communications; including inbox management, responding to emails with minimal supervision and drafting responses as and when needed. Ensuring all emails are filtered through, whilst delegating any tasks for the Executive to respond appropriately, achieving 80% email reduction.
- Acting as a point of contact for the Chief Commercial Officer, whilst always upholding a strict level of confidentiality, with the ability to exercise good judgement & discretion across all communication channels.
- Attending strategy-related meetings with and on behalf of CCO to take concise action plans and deliver key updates.
- Arranging complex extensive worldwide travel for up to 3-6 countries per month & developing detailed itineraries; actioning all essential COVID-19 required testing, documentation, embassy documents, & visas.
- Proactive comprehensive calendar and diary management across various time zones for both internal, external, and personal commitments.
- Implementing considered efficiency and workflow suggestions in hyper-growth problem spaces, strategic processes, and improvements to make the best use of the Executives time, such as the 'workstream dashboard tracker', to enable visibility & maintenance across various project updates, ensuring key updates are delivered consistently to meet deadlines.
- Natural ability to be flexible and reprioritise workload against changing needs and priorities.
- Driving positive change with successful implementation for the Corporate Sustainability program in several office space locations in Europe, achieving 35% waste reduction across various regions.

Pentland Brands, London, United Kingdom

January 2018 – September 2020

### Personal Assistant to Digital Director & Head of Projects

Pentland Group is a privately owned global company that owns and invests in retail & wholesale businesses in the sports and outdoor sectors. Several owned brands include Speedo, Berghaus and ellesse. I proactively managed 2 stakeholders to ensure both were supported equally and effectively, across various time zones and maintained the ability to act as a gatekeeper whilst retaining goodwill.

- Extensive diary management, coordinated and organised complex meetings, calls, video conferences with several stakeholders across the business on a day-to-day basis.
- Screened all incoming calls to ensure management was advised of any key updates / actions and given any recommendations for actions.
- Managed the financial expenditure commitments for Digital team; ensured all contracts, payments and invoicing were authorised, controlled, and monitored in accordance with the annual budgets.
- Aided and facilitated internal and external workshops, events and team building sessions.
- Managed and coordinated the Project Workstream Dashboard and International SOS tracker for key Executives across the business during the acquisition of Speedo North America, and ensured all projects were effectively managed, and that international travel was consistently logged and accounted for.
- Actively sourced 15% cheaper travel partners for cost effective flight and accommodation rates.

AGK Partnership Limited, London, United Kingdom

March 2017 – December 2017

### Personal Assistant

AGK Partnership Ltd is a global Accountancy & Tax Advisors firm, providing financial advice and tax planning. I was responsible for providing dedicated and professional day to day support to three Partners.

- Flawless execution of administrative duties, which included diary management, coordinating internal and external appointments and collation of sensitive reference content for clients and third-party sources.
- Delivered and executed the migration of 10k user accounts over to the new account portal and database.
- Attended key meetings on behalf of the Partners where required; took minutes and actions during key stakeholder & investor meetings where appropriate.

Christina Christou Ltd, London, United Kingdom

August 2015 – March 2017

### Owner / Director

Christina Christou Ltd was a premium womenswear label that I personally launched in the UK for SS16 / AW17, selling exclusively to boutiques across Chelsea and Knightsbridge areas.

- Produced concepts & mood boards for collections - visualised ideas from start to finish before creation.
- Understood design from a technical perspective of how high-quality garments are constructed together from producing patterns, toiles, and technical specifications, including the sourcing of materials, trims and fastenings across Europe and China at fabric mills and trade shows.
- Calculated costs and worked to strict budgets that were vital in getting designs produced and sold, including the negotiations with customers & suppliers to achieve margin profit.

Kurt Geiger, London, United Kingdom

### Assistant Buyer

July 2014 – July 2015

### Buyers Admin Assistant

January 2012 – July 2014

Kurt Geiger is a retail company, a British premium designer footwear and accessories brand. Responsible for the strong development, material & colour selection for SS14, AW15 & SS15, which resulted in our Top 10 bestselling constructions and for hardware / trims development for Top 10 bestselling boots range.

- Awarded with 'Outstanding Contributor' in recognition for high performance, dedication & success to the business.
- Successfully resourced key lines with 4-5% improved margin increase across several seasons.
- Managed and actively developed 50+ options of the Geiger London Range; selected moulds, constructions & materials throughout the 3 Key Stages of the Season – Pre, Main & Catwalk.

## EDUCATION

Bachelor of Arts Honours Fashion: Womenswear Design & Enterprise (Business) · University for the Creative Arts · 2007 – 2011 · Design & construction | Fabric exploration through design | Conceptual experimentation

Diploma in Art & Design · University of the Arts: London College of Fashion · 2006 – 2007

A Level: Art & Design and English Literature & Language & 8 GCSE's: (all A\* - C) · Edmonton County School & Sixth Form · 1999 – 2006