



SOIGNÉ  
SOLUTIONS

# SNAPSHOT: ABOUT ME



A natural born planner and list enthusiast, I was born to help people succeed!

With over five years of administrative experience with organizations ranging from small non-profits to large bureaucracies, I have acquired a number of administrative and support skills. However, what makes me stand out as a business support provider is the ability for me to see your vision and handle the details associated with it. I serve you not by just completing tasks, but by supporting your vision.

I pride myself on maintaining high personal standards that translate into the quality of work and level of service that I provide.

## KEY FACTS:

- I've (mostly) overcome two of my biggest fears – heights and birds.
- I lived abroad in Germany for a year and will return there August 2017.
- Prior to 2012, I'd never really left the state of Texas.
- Having worked predominantly in the non-profit sector, I'm a Jill of many trades.

# SERVICES I PROVIDE



- ❖ Document creation
- ❖ Appointment setting
- ❖ calendar management
- ❖ Minute and record keeping
- ❖ File organization and management
- ❖ Project management
- ❖ Transcription services
- ❖ Content creation
- ❖ Data entry
- ❖ Order processing (Shopify)
- ❖ Travel research and planning
- ❖ General research
- ❖ Writing (email correspondence, academic, etc.)
- ❖ Social media management
- ❖ Basic book keeping
- ❖ Basic graphic design (for documents and presentations)
- ❖ Basic website building

**Don't see a service you need here?**

Ask me about it

# SPEAKING YOUR LANGUAGE



## Tools and programs I am familiar with

- ❖ Adobe CC (Reader X, InDesign & Photoshop)
- ❖ AirBnB
- ❖ Apple Suite (Keynote, Pages, Numbers)
- ❖ Asana
- ❖ Basic German to English translation
- ❖ Box
- ❖ Canva
- ❖ Dropbox
- ❖ Eventbrite
- ❖ Facebook
- ❖ Google AdSense\*
- ❖ Google Analytics\*
- ❖ Google Suite (Calendar, Mail, Drive, Hangouts, and Docs)
- ❖ Calendly
- ❖ GoToWebinar
- ❖ Hootsuite\*
- ❖ Quickbooks Online\*
- ❖ Drake Tax Software
- ❖ iCal
- ❖ Instagram
- ❖ LastPass
- ❖ LinkedIn
- ❖ Mac
- ❖ Mail Chimp\*
- ❖ Microsoft Office Suite (Excel, Word, Powerpoint, Outlook)
- ❖ Paypal
- ❖ Periscope
- ❖ Pinterest
- ❖ Reddit\*
- ❖ Skype
- ❖ Slack
- ❖ Smartsheet
- ❖ Square
- ❖ Strikingly
- ❖ Stripe
- ❖ Toggl
- ❖ Tumblr
- ❖ Twitter
- ❖ Weebly
- ❖ Wix
- ❖ Wordpress
- ❖ Youtube

# PROFESSIONAL LIFE



## Formal Work Experience

- ❖ **Intern; Assistant; Project Assistant**  
The International Center for Development and Decent Work (ICDD)  
Jun 2015 – Aug 2016  
Kassel, Germany
- ❖ **Intern**  
U.S. Department of State  
Jan 2015 – Apr 2015  
Bureau of Educational and Cultural Affairs – Study of the U.S. Institute Office  
Washington, D.C.
- ❖ **Administrative Aide**  
Center for STEM Education and Research  
Sep 2013 – Dec 2014  
Richardson, Texas
- ❖ **Intern**  
The Center for American and International Law  
May 2013 – Jun 2013  
Plano, Texas

## Education

- ❖ **Royal Holloway University – ULIP**  
Business Administration with a focus in International Management  
Bachelor of Science
- ❖ **The University of Texas at Dallas**  
Political Science – Bachelor of Arts

# PORTFOLIO

## Website Design - 11





# PORTFOLIO

Branding and Sponsorship book - 11



THE FUTURE OF  
STUDENT PRODUCTIVITY

# PORTFOLIO

## PowerPoint Design

Westport House  
hotelwestport  
Transforming your business. Increasing your profit.

Business Tourism & Westport

Westport House

BUSINESS TOURISM – WHAT IS IT?

**Defining Business Tourism:**  
The offering of leisure activities in conjunction with Business Travel.

**The key to success:**  
Developing a marketing approach that packages currently fragmented offerings into coherent, flexible and easily accessible add-ons for the business client.

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Vibrant business tourism is available to you in Ireland

- Associations, scientific and academic conferences are less tied to Dublin and would be happy with 4 star venues.
- Upgrading to a 5 star venue would open up new, exclusive markets.

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BUSINESS TOURISM AND CORPORATE CULTURE

Get inside the head of a conference organiser and make their lives easier!

Westport House

MORE FACTS TO CONSIDER

- 1 International:**  
Business Tourism accounts for 9% of all international travel.
- 2 High Spend:**  
Less cost-sensitive than leisure tourists, spending on average twice as much per day - Average delegate value: €1,500.00.
- 3 Extended Stays:**  
2/3<sup>rd</sup> of business travellers extend their business trips for pleasure when they can.
- 4 Returners:**  
60% of delegates would return to Ireland for leisure.

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# PORTFOLIO

Logo Creation

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# LET'S WORK TOGETHER



If my portfolio has peeked your interest:

Shoot me an email at [soignesol@gmail.com](mailto:soignesol@gmail.com) or  
give me a call me at (760) 576-4463

THANK YOU!