

[LOT 48 A ANTANETIBE ANTEHIROKA, ANTANANARIVO 101](#)

[MADAGASCAR | \(+261\)328561925 |](#)

[VANIAVOLASOA@GMAIL.COM](#)

## Professional Summary

Executive Partner with more 6 years of experience solving multi-faceted issues and implementing process improvements to aid executive leaders. Maintains confidentiality and takes meeting minutes and notes. Excellent customer-facing skills as company representative.

## Skills

Technology: Microsoft Office: Word, Excel, Publisher, Power Point, Access, Outlook, Teams, OneDrive

Organization: Trello, Nifty

Events organization

Process improvements Logistics and schedule management

Meeting minutes and agendas Customer service

Problem resolution Business correspondence

Meeting support Trip planning

Prepare correspondence Logistics coordination

Administrative support

Customer service

## Experiences

### **Executive Assistant**

*09/2021 to Current*

### **Maxwell Leadership Francophonie – France**

- ✓ Events planner based on departmental needs and personal requests.
- ✓ Developed project schedules, allocated resources and coordinated team efforts to meet company targets.
- ✓ Implemented new office procedures to increase productivity and improve workflow.
- ✓ Planned executive air travel, hotel accommodations and meeting agendas.
- ✓ Organized computer files, sensitive documents and home office supplies.
- ✓ Researched executive business operations to compile information into detailed reports.
- ✓ Processed Word documents and created spreadsheets for data analysis.
- ✓ Researched automated systems to reduce administrative costs.

- ✓ Recommended improvements to workflow, reporting and expenditure procedures for better time-management.
- ✓ Opened, sorted and distributed incoming mail and electronic correspondence.
- ✓ Drafted and edited correspondence, reports and presentations for senior business leaders.

Ref. Ezequiel Terol – MLF's President

**Virtual Executive Assistant**

09/2016 to Current

**REMOTE WORK - Worked for different customers around the world**

- ✓ Filtered incoming phone calls and emails, escalating only highest priority inquiries to executive leadership.
- ✓ Planned events based on departmental needs and personal requests.
- ✓ Planned executive air travel, hotel accommodations and meeting agendas.
- ✓ Managed scheduling and staff coverage logistics for confidential, personal concerns relaying information as intended by senior staff.
- ✓ Implemented new office procedures to increase productivity and improve workflow.
- ✓ Processed Word documents and created spreadsheets for data analysis.
- ✓ Performed shopping, bill payment and mail management duties for professionals.
- ✓ Developed project schedules, allocated resources and coordinated team efforts to meet company targets.

**Marketing and Business Development Manager**

06/2020 to 08/2020

**MEDIA CLICK – Antananarivo, 101**

- ✓ Coordinated trade shows to showcase products and services, bring in new customers and boost market penetration.
- ✓ Helped to integrate promotional and branding information into the company's print and digital footprints.
- ✓ Developed strategies to translate goals into marketing campaigns and targets.
- ✓ Balanced the firm's objectives against customer trends when developing successful pricing plans.
- ✓ Optimized the department's ROI by closely evaluating expected profit and loss projections for each initiative.
- ✓ Completed assigned tasks prior to shift end.
- ✓ Followed established guidelines and procedures for maximum regulatory compliance.
- ✓ Managed daily tasks and sought opportunities to go beyond requirements and support business targets.

**Project Coordinator**  
**E2F – Antananarivo, 101**

09/2019 to 06/2020

- ✓ Attended and participated in conferences, webinars and online training courses to build skills related to job functions.
- ✓ Provided documentation to promote design development and deliverables preparation.
- ✓ Met with clients to review functional requirements and goals.
- ✓ Coordinated and designated work tasks among team members.
- ✓ Held negotiations with stakeholders and suppliers for resources.
- ✓ Set deadlines and timeline estimates for upper level management and stakeholders.

**Data Analyst**  
**E2F – Antananarivo**

01/2019 to 09/2019

- ✓ Identified different types of relevant data to improve business performance with better analytics.
- ✓ Leveraged available data to create charts and presented findings via written reports and in-person presentations.
- ✓ Compiled and sorted information to prepare source data for computer entry.
- ✓ Validated integrity and completeness of statistical data.
- ✓ Developed solutions to defined tasks, problems and projects using specialized foundational knowledge.

**CHIEF SALES OFFICER**  
**ALEXANDRA – Antananarivo, 101**

01/2018 to 08/2018

- ✓ Prepared budgets for approval and presented documentation to board members.
- ✓ Negotiated contracts with vendors and clients to establish beneficial industry partnerships.
- ✓ Coordinated successful development and deployment of improved internal control systems.
- ✓ Supervised executive-level support staff and monitored workflow to maintain efficiency.
- ✓ Improved profits by renegotiating key contracts to achieve favorable pricing structures.

**EXECUTIVE ASSISTANT & HUMAN RESSOURCES RESPONSIBLE**  
**STERLING MEDIA SARLU – Antananarivo, 101**

01/2016 to 11/2017

- ✓ Planned events based on departmental needs and personal requests.
- ✓ Managed scheduling and staff coverage logistics for confidential, personal concerns relaying information as intended by senior staff.

- ✓ Maintained personal budget details and coordinated spending for events, business travel and meetings.
- ✓ Planned executive air travel, hotel accommodations and meeting agendas.
- ✓ Researched executive business operations to compile information into detailed reports.
- ✓ Developed project schedules, allocated resources and coordinated team efforts to meet company targets.
- ✓ Coordinated catering, decorative arrangements and guest logistics for corporate events.

**QUALITY CONTROL and EXECUTIVE ASSISTANT**

08/2016 to 10/2017

**ISLAND CONTINENTAL HOTEL Ivato – Antananarivo, 101**

- ✓ Developed, engaged and delegated tasks for team of employees.
- ✓ Created and maintained documentation for required quality tests and activities.
- ✓ Investigated day-to-day departmental operations to authorize overtime requests, verify compliance with goals and control company costs.
- ✓ Oversaw development and maintenance of manufacturing processes and technologies to promote product quality and conformance to specifications.
- ✓ Designed and implemented inspection and testing criteria or procedures.

**CHIEF SALES OFFICER – EXECUTIVE ASSISTANT**

06/2014 to 07/2016

**CORPORATE ADVENTURES**

- ✓ Work on Tourism Development while creating trips throughout Madagascar for the all kinds of customers (Business, Vacation ...)
- ✓ Head of Communication and Marketing of the agency and sometimes of the Company
- ✓ Organized events also such as Conference on Sustainable Development

Ref.: [www.corporateadventures.mg](http://www.corporateadventures.mg)

**SALES TRAVEL AGENT**

07/2013 to 01/2014

**DODO TRAVEL – Madagascar, Mauritius**

- ✓ Organized trips
- ✓ Sell travel tours and create circuits for customers in and out of Madagascar
- ✓ Managed the vehicles and drivers/guides
- ✓ Maintained communication with all providers like car rental companies, hotels and customers

Ref.: <http://www.dodotravel.com/>

**ON FRONT OFFICE/BACK OFFICE – RECEPTIONIST**

05/2011 to 06/2013

**IBIS HOTEL**

- ✓ Learned all the hotel procedures as receptionist
- ✓ Participate in all the activities of the hotel like manage bookings and take care of the customers

Ref.: <http://www.accorhotels.com/fr/hotel-6857-ibis-antananarivoankorondrano/index.shtml>

**INTERNSHIP IN MANAGEMENT & ADMINISTRATION  
NOVO COM OGIVLY – Antananarivo, 101**

03/2009 to 05/2009

- ✓ In administration, accounting and communication
- ✓ Negotiated contracts and other business opportunities to obtain favorable terms.
- ✓ Coordinated business operations from inside to keep activities efficient and cost effective.

## Education

- 3th years in Human Resources Jan 2014

**CNAM (Conservatoire National des Arts et Métiers)**

- Bachelor's degree: Tourism Jan 2013

**UNIVERSITY of INFOTOUR**

- Bachelor's degree: Marketing, Management Jan 2011

**IMGAM (Institut de Management des Arts et Métiers)**

- Level Advanced 1 Jan 2009

**ETP (English Teaching Program)**

## LANGUAGE

French, Bilingual

English, Advanced

## Interests

Traveling | Reading | Tennis | Swimming

FREELANCE: Create some articles for business websites.