

ABBI TAYLOR

C-LEVEL EXECUTIVE ASSISTANT

SUMMARY

EXECUTIVE ASSISTANT

Freelance | Dec 2021 - Present

EA to various CEOs and Founders, such as **GlassPoint, Team Sage, Wizard Partners, Softonic, Buddy Pegs, Fastic, & Loft Digital.**

- Managed both **professional & personal calendars**, ensuring **streamlined communication** with various team members & **coordinating cross-departmental teamwork.**
- Planned holidays & **organized travel** for various team members & Leadership to try and **maintain low costs.**
- Organized all type of events (**team-building, summer parties, etc.**), **promoted benefits & values** within companies, and generally **acted as a member of HR** too to establish another line of "not so formal" **communication.**
- **Prepared Board presentations** & acted as **main communicator** between both the **Board and Leadership**, acting as primary gatekeeper/filter.
- Provided **general administrative support** and **office management** within HR.

CORPORATE BACKGROUND

Companies & positions covered in a corporate environment thus far (more information on LinkedIn):

Executive Assistant to the CEO

GlassPoint, Inc. | Jul 2022 - Sep 2024

Business Operations and Happiness Officer

Aflorithmic | May - July 2022

Office Manager, PA to the COO & General Manager, EA to the CEO

Softonic International | Apr 2015 - Nov 2021

Assistant Facilities Manager (Vacation Cover)

Yahoo! | Mar 2015 - Apr 2015

Personal Assistant to Partners

Blevins Franks International | Mar 2007 - May 2012

ACADEMIC BACKGROUND

EA HOW TO | 2024

- CPD Certified course: Booking and Managing Travel for Executive Assistants

EA HOW TO | 2021

- Double Gemini: Pulse Etiquette Time Saving Email Strategies & Stack Method Stacking Power Hour
- Strategic Executive Assistant

PRACTICALLY PERFECT PA | 2021

- The Unrivalled Assistant covering the Assistant Mindset, Project and Time Management and Strategic Assistant

ALPHA ACADEMY & JOHN ACADEMY | April-May 2020

- Executive Secretarial & Personal Assistant Training Course - Levels 1 & 2

UNIVERSITY OF CHESTER | 2002 - 2004

- BEd specializing in Sports Science (not finished)

KENSINGTON SCHOOL OF BARCELONA | 2000 - 2002

- A-Level English (C)
- A-Level French (D)

COLSTON'S SCHOOL (BRISTOL, UK) | 1997 - 2000

- GCSE's (1x A*, 7x B's, 4x C's)



BIOGRAPHY

Abbi is a **seasoned Executive Assistant (EA)** with extensive experience **supporting C-Level executives** and managing administrative functions **across diverse organizations.** With a strong emphasis on **organization, communication, and adaptability**, Abbi thrives in fast-paced environments, effectively managing **calendars, travel arrangements (being CPD Certified in this area), and team coordination.** She is passionate about **ensuring smooth operations**, enhancing communication, and fostering **effective teamwork** within organizations.

Abbi is a **trilingual British native** who has made Barcelona her home for the past 24 years. She has dedicated **over a decade** of her career to serving as an EA, amassing **more than 20 years of experience in the administrative realm.** Abbi's career has spanned various roles, including **Office Management, HR, Lifestyle Management, and Strategic & Executive Support**, allowing her to develop a **diverse skill set** that meets the demands of dynamic business environments.

LANGUAGES

ENGLISH: Native

SPANISH: Fluent

CATALAN: Fluent

FRENCH: Basic-Intermediate

GERMAN: Basic

CORE COMPETENCIES

Organizational Skills: Exceptional attention to detail and time management capabilities.

Communication: Proficient in facilitating discussions and bridging gaps between teams and leadership.

Teamwork: Collaborative approach, ensuring cross-departmental cooperation.

Problem Solving: Process-oriented, adept at identifying issues and proposing effective solutions.

Technology Proficiency: Advanced skills in Microsoft Office, Google Workspace, Asana, Trello, Notion, Zoom, Canva, and various communication platforms such as Slack.

CONTACT INFORMATION

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