



**Senior Executive Assistant \$85K+**

This experience Executive Assistant has been providing high level support to "C" Suite executives for more than 10 years. She's worked in a range of sectors including non-profit foundations and entertainment.

She has handled everything from email prioritization, complex and constantly changing calendar management, Board of Directors support, meeting and event preparation, coordinating international travel and itineraries, acting as gatekeeper and liaising with high level direct supports.

Her references describe her as "conscientious and having a high degree of integrity and emotional intelligence"; "remains calm" regardless of what's going on around her.

Call Catherine Wilson at 416-363-1488. Please quote reference number CW-463SEA.