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|  | <p>Elise GADEA Executive Assistant</p> <p>Date of birth – 06/1979 Tel: +34 679 01 31 99; @: elisagadea@hotmail.com Nationality: French</p> |  |
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● WORK EXPERIENCE

01/2021 – 03/2025 – ALICANTE, SPAIN

Consultant, Executive Assistant & Project Support Officer – CAPGEMINI / Client: EUIPO, Boards of Appeal Department, Observatory Department and SME Network & Collaboration/ Customer Focus and Academy Departments.

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Produced of Project documentation: Monthly report updated and reviewed and checked tasks & dates in Clarity Tool, Project Tasks tracker table in Excel Tool for all projects. Supported in checking the percentage of completion of tasks each month in Excel & Clarity. Documents uploaded in ShareDox Tool.
- Participated in functional working groups: Weekly projects Team meetings with the client: taking minutes and participated during the meetings, involved in discussions on improvements, provided ad hoc analysis (analyse them and shared findings on it) and reports for senior management.
- Provided administrative support to the project: agenda, organized meetings with outlook tool and Teams Tool.
- Supported risk and issue management: used ShareDox documents and Clarity tool.
- Assistance in administrative management of proposals.

11/2019 - 12/2020– MADRID, SPAIN

Executive Assistant – CaixaBank, international environment / MADRID

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Produce project documentation (Manage expenses and budgets, monthly reports, internal notes).
- Participation in functional working groups and progress meetings.
- Ad hoc analysis and reporting to the management.
- Coordination agenda, events, taking minutes, organization trips.

07/2018 - 03/2019– MADRID, SPAIN

Executive Assistant – Proffetional Group, international environment / Provide services

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Producing translations. Ad hoc analysis and reporting to the management.
- Produce project documentation (Manage expenses and budgets, monthly reports, internal notes, Presentations).
- Coordination agenda, events, taking minutes, organization trips.
- Producing translations. Ad hoc analysis and reporting to the management.

07/2017 - 03/2018– MADRID, SPAIN

Executive Assistant – SACYR, international environment / Provide services

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Produce project documentation (Presentations, monthly reports, internal notes).
- Organization of meetings and coordination events, producing translations.
- Ad hoc analysis and reporting to the management.

- Agenda, taking minutes, organization trips. International environment.
- Administrative assistance with the commercial department.
- Support for HR in French interviews.

05/2012 - 02/2017– MARSEILLE, FRANCE

Executive Assistant – CONSTRUCTA, Real Estate International Company

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Support and assistance for implementation “La Marseillaise Tower in Marseille (France)” and “Carlton Hotel in Cannes (France)” - Big project activities.
- Stakeholder networks (manage information related to the networks, strengthen communication channels, suggest communication actions and promotion activities).
- Produce project documentation (Presentations, monthly reports, internal notes).
- Organization of meetings, producing translations.
- Ad hoc analysis and reporting to the management. Administrative assistance with the commercial department.
- Coordination events, taking minutes, organization trips.
- Ability to multitask. International environment.

09/2011 - 03/2012– MARSEILLE, FRANCE

Project Support Officer – BOUYGUES IMMOBILIER – Real Estate International Company

- Produce project documentation (Presentations, monthly reports, internal notes).
- Support the CEO Managers & Projects Managers in carrying out further activities.
- Organization of meetings and events.
- Client relationships. Ad hoc analysis.
- Taking minutes, organization trips. Ability to multitask.

04/2009 - 11/2010 – AIX-EN-PROVENCE, FRANCE

Executive Assistant – PLG PROMOTION – Real Estate Company

- Support the CEO Managers & Projects Managers in carrying out further activities.
- Produce project documentation (Presentations, monthly reports, internal notes).
- Ad hoc analysis and reporting to the management.
- Coordination events, taking minutes, organization trips.
- Ability to multitask. Managing property portfolios.

11/2005 - 09/2008 – ALICANTE, SPAIN

Assistant Support Officer – Endosaforr, international environment / Provide services

- Managing Stakeholders. Organization of meetings and events, producing translations.
- Multi-Tasks assistant.

02/2001 - 11/2004 – MADRID, SPAIN

Stewardess – IBERIA AIRLINES, international environment

- Land stewardess - Problem resolution: flight and luggage loss. Management of passenger boarding. International environment.

● EDUCATION AND TRAINING

06/2000 – 09/1998

Certification/ Tourism and Public Relations

- Formatik center, Madrid – Spain

06/1998 – 09/1997

Certification/ Secretary School.

- ESAE, Madrid – Spain

06/1997 – 09/1996

Certification/ Secondary School

- Lycée Français of Madrid – Spain

● **LANGUAGE SKILLS**

Mother tongue(s): FRENCH

Other language(s):

| | Understanding | | Speaking | | Writing |
|----------------|---------------|-----------|-------------------|--------------------|-----------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| SPANISH | C2 | C2 | C2 | C2 | C2 |
| ENGLISH | B2 | B2 | B2 | B2 | B2 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | MS Teams | Clarity | ShareDox | Power-BI | GenAI.

● **COMMUNICATION AND INTERPERSONAL SKILLS**

4 years of experience as a Patent and Trademark department and more than 15 years of experience as a Project support officer and Executive assistant in the international environment. I like challenges and adapt easily to new tasks and people.