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Re - Ocean Robotics Director Personal Assistant  
(posted Dec 7, 2011 by Cesar Harada on LinkedIn)

### Detailed list of my professional accomplishments

#### **Festival de Cannes 2011 - Account and Executive Manager - Absolute Blue Sprl.**

As account manager I was responsible to identify the client's need and was responsible for the budget's management. As executive manager I developed and implemented strategic plans for the event in a cost-effective and time-efficient manner. I was responsible for the day-to-day operation of the event.

The role engaged a variety of tasks including project management, coordination, strategic planning, relationship management, negotiation, leadership and innovative development of opportunities. I had to be reactive, prolific, structured, highly detail orientated and self-disciplined. I was constantly under pressure, having countless responsibilities, coming across daily dilemmas and unforeseen situations. I found myself identifying solutions to achieve our goals and meet our deadlines. Innovation and creativity was the key of the success. I constantly had to simplify and improve the process. I had to adhere to an established processes and raise suggestion and implementation changes to ways of working and systems to improve the internal efficiency.

#### **Account Holder & Production Manager - Blazinstar Ltd. (Sep 10 – Jan 11)**

My role as International Project manager taught me to run countless tasks and involved all operational aspects of the development, the production and the managing of the international marketing event.

In addition to my role of campaign manager I was providing full administrative support to internal department:

- assisting and supporting my superiors with client communication and follow-up, in writing or by phone conferences, compiling daily reports, and writing high detailed reports and debriefings.
- supporting the Director in co-ordination of planning process and edit team plans. Drawing up team meeting agenda, taking action points during the meeting.
- assisting and supporting the creative team with document production; collecting media, cultural and artistic material. Production of Power Point presentations and other written materials. Building case studies. Supporting the video and photography cover with respect of the client graphic chart.
- assisting and supporting the finance department by budgeting the event, use and update of internal spreadsheet, analyse and report budget and oversight budget.
- assisting and supporting my assistants with the set production, the logistics, locating and hiring the venue. Also providing my assistance for hiring local staff and staff training.

- assisting the external communication with the Press and agencies: contact information, follow-up, press releases etc.

Due to the significant administration support provided to my team, the above was prolific and productive. The internal and external communication had to be succinct and tactful. The position I held was a great exercise in diplomacy. Having to gain understanding of the cultural and linguistic backgrounds of my clients, colleagues and the press within meetings and daily reports. These reports are a good example of politically sensitive messages.

I have developed an excellent and effective working relationship with my colleagues, client and external agencies. Supporting each other for months, we have been working to tight deadlines and maintaining the highest standards under pressure. I value being part of a close and mutually supportive team on a daily basis. Also I developed and maintained valuable working relationships with our clients and agencies involved on the campaign production.

### **Gallery Manager and PA to Director – Ciancimino Ltd. (May 08 – May 10)**

My position as a gallery manager for two years in London, during which time I had full operational oversight of the business, required constant prioritisation of tasks, demands, and deadlines. Also I was ensuring an efficient administration support of the financial department, the gallery's Director and an assistant.

One of the biggest challenges I have faced was the 2008 financial crisis which seriously affected the art world. In order to keep the gallery open and the business floating, I had to develop a new financial plan spread over the three following years. The first stage was to identify the capital outflows and significantly reduce them. Then I had to diplomatically negotiate our rent with the London Estate, reassured our bankers, lawyers, transporters, freelancers, art dealers, and other partners and agencies we worked with. At the same time, we had to be entirely available for our clients with a seductive stock and attractive prices. All of the above frequently required urgent attention and smooth handling, the neglect of which would have resulted in a loss of sales and potential bankruptcy. In order to achieve this, I had reorganised and prioritise the functioning of the company while ensuring that the outside image of the business was not affected. The gallery is now financially healthy and running stably.

### **Volunteering for charities and Ngo's**

Having been motivated by earlier vocational experience working with children's NGOs I spent seven months working in rural Guatemala. Living onsite at "a children's refuge and clinic" I worked 16-hour days for seven months, and outside of these hours was frequently required to tend to children during the night. As well as the challenging and emotionally-charged working conditions, I volunteered to remain in Guatemala for an additional month so that I could see through the rehabilitation of a particular group of children. Seen as a whole, my time in Guatemala taught me: resourcefulness, perseverance, determination, acceptance and tolerance.

While working as an intern for the Lebanese Child Home Association (AFEL) – a busy, challenging, and dynamic environment in Beirut – I assisted with several aspects of children's rehabilitation, worked with clinical professionals such as psychologists and doctors

and volunteered my support on a daily basis to my Lebanese colleagues when I recognised that their workload required it. The number of children who needed help meant that the working environment at AFEL required constant flexibility on my part to assist my colleagues and recognise when I had to prioritise other tasks which I had also been asked to carry out. I relished the opportunity to work in the team environment in which I found myself, and thrived when our workload was at its most significant.

### **IT skills**

From the outset of my undergraduate studies, and continuing through my masters and three years of professional experience, I have been required to learn and use the following software, all of which I continue to use with proficiency, and many of which are specialist in communications and media:

- Microsoft Office (Word, Excel, Power Point) and Outlook (email)
- InDesign, Photoshop, Final Cut Pro, Iweb + use of audio-visual equipment.
- use of a variety of databases.