
Jane Smith

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BUSINESS ADMINISTRATOR - MULTILINGUAL COMMUNICATIONS

♦ Business Management - Corporate Secretary - Financial & Legal Services ♦

Extensive experience in International Business Administration and Multilingual Communications (Fluent in English, French and Greek), 7 years within Investment Administration of Private Equity and Public Funds and 5 years with an International Organisation. Service oriented, can multi-task within strict budgets and deadlines. Up-to-date on IT developments. Now looking to return to Greece (Athens) and make a continued significant contribution within a new challenging appointment.

AREAS OF EXPERTISE

- International Business Administration
- Commercial Correspondence
- Communication (internal / external)
- Coordination of Business Relations
- Writing reports / presentations
- Translations and Interpretations
- Financial and Legal Support
- Professional Liaison
- Drafting skills
- Database administration
- Ensuring Compliance
- Teaching / Training
- Team Working
- Computer Literacy
- Quality Assurance

PROFESSIONAL DEVELOPMENT

BSc.	International Studies	1998-04
Diploma	Environment and Development	1995-98
Teaching License	Diploma Supérieur III - French Litterature	1978-82

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

CORPORATE MANAGER (INVESTMENT ADMINISTRATOR)

Aug 00 - Present

Company A, Luxembourg.

(Company A is one of the world's largest private equity firms, with more than \$46.9 billion under management). Responsible for European Real Estate investments within an international network of communications.

- Ensuring legal and tax compliance of portfolio companies by communicating between legal/tax advisors, public notaries, banks and investment professionals whilst supporting financial investments in acquisitions/sales of Real Estate commercial properties in major European cities.
 - Provided Investment control, administration and support to the Board of Directors.
 - Developed a solid understanding of business agreements, documents and economic matters pertaining to investments.
 - Drafted legal documents for loans and equity investments. Coordinated minute taking for the Board. Created and maintained the Corporate Database.
 - Established and developed complex international corporate structures for management.
 - Assumed administrative follow-up responsibilities in relation to contractual and legal obligations, such as the incorporation of companies, opening of bank accounts, preparation of AGMs.
 - Supported the legal and financial operations by coordinating the dissemination of corporate information to legal and tax advisors, as well as local public offices and authorities.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

CORPORATE SECRETARY

Apr 99 - Jul 00

Company B, Luxembourg (one of the largest public Real Estate companies in North America, investing in office, retail / entertainment properties in U.S. and Europe.)

A Senior Corporate Officer with wide-ranging responsibilities, serving as a focal point for communication with the board of directors, senior management and the company's shareholders. Occupying a key role in the administration of critical corporate matters.

- Supported investments in European Real Estate opportunities by monitoring corporate structures and portfolio companies.
- Produced Board papers for the meetings of main holding companies.
- Created and maintained comprehensive corporate records for the European Group.
- Liaised with lawyers and notary public to coordinate companies' incorporation processes (procedures, timing, documentation requirements, etc.).
- Coordinated contacts with public authorities on legal and tax related issues.
- Produced Board papers for meetings for the main holding companies.
- Maintained corporate data and reported on the status of legal events.
- Counsellor to the Chief Executive Officer and other members of senior management, especially on corporate governance affairs.
- Provided information on the practices of other companies, and helped the board to tailor corporate governance principles and practices to fit the board's needs and expectations of investors.
- Provided advice on corporate governance issues.
- Competencies developed: understanding the company's business and knowledge of corporate and securities law. Evidenced by Board and Committee Meetings, Annual Meeting of Shareholders, Corporate Records, Stock Transfer, Securities, Director and Shareholders Concerns, Compliance.

ADMINISTRATIVE AGENT

Dec 90 - Dec 95

Company C, Luxembourg

- Supported international meetings between country members in relation to operations of distribution, supply and maintenance of artillery.
- Drafted minutes, correspondence and communications in relation to operations of the programme and other supporting documentation.

Translation and Interpretation Experience:

- Providing written translations of business correspondence: such as reports, legal documents, business procedures, from one language to another, while maintaining the content, context and style of the original material. Revising, editing, proof-reading and checking translated material.
- Interpreting oral communication from one language to another, either simultaneously (as the speaker speaks) or consecutively (after the speaker speaks).
- Public Relations and coordinating internal and external contacts, maintaining business relations with service suppliers, governments and other organizations.

PERSONAL

Born: 1963.

Marital Status: Single.

Languages: Fluent: English, French and Greek.

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