

NATALIE STIGWOOD

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Proactive and flexible assistant with a passion for production and extensive PA experience, currently based in a fast paced, corporate role.

Key Skills

- Executive assistant experience with outstanding diary and international travel management including trade events such as MIPCOM and Realscreen
- Creates a professional impression as the first point of contact for business and CEO answering phones and greeting guests
- Coordination of meetings and international events with clients, vendors and talent
- Provides office management and IT support for office and remote workers
- Creates reports, presentations and pitch documents in Word, Keynote and Powerpoint
- Supports the management of projects, client/ talent relationships and the successful delivery of project
- Advanced level Microsoft Office, (Powerpoint, Word, Excel), Mac office (Keynote)

Employment History

PayPoint Plc (Hertfordshire)

PA to Directors (July 2018 - Present)

- **Diary and travel management:** PA duties for Exec Directors, including managing their diaries, arranging business travel, preparing exec board papers, electronic filing, and presentations
- **Plc support:** Liaising with board members including setting meetings, distributing confidential documents and board packs and arranging international travel and accommodation
- **Professionalism:** First point of contact for the Execs, welcoming guests, screening and responding to emails and phone calls from board members, clients and colleagues
- **Researching and Presentations:** Researching background information and creating presentation packs
- **Events:** Organising logistics for staff Briefings, employee events and team offsites, assisting with presentations and other related tasks
- **Systematic:** Managing and developing new administrative systems such as electronic filing, record keeping and team leave
- **Contracts:** Managing the completion of contracts, NDAs and releases, logging and tracking their status

Sony Pictures Television (London)

EA to Senior Vice President, Distribution (Feb 2017 - Aug 2017) - CONTRACT

- **Diary and travel management:** PA duties for the SVP and wider team, including managing their diaries, arranging extensive business travel including visas, currency and events passes
- **Professionalism:** First point of contact for the SVP, welcoming guests, screening and responding to emails and phone calls from clients and colleagues
- **Team management:** Organising and attending relevant internal meetings to create agendas, distributing presentations, taking minutes, identifying actions and responsibilities and following up with individuals
- **Researching and Presentations:** Researching background information and creating presentation packs
- **Systematic:** Managing and developing new administrative systems such as electronic filing, record keeping and team leave
- **Contracts:** Managing the completion of contracts, NDAs and releases, logging and tracking their status
- **International corporate events coordination:** Organising international travel and accommodation for clients, managing client invitations for in person and remote screenings and events, liaising with marketing on gifting

Merman (London)

Office Manager /PA to Directors (Aug 2016 – Dec 2016) - CONTRACT

- **Diary and travel management:** PA duties for the Founders/ Co-Directors, including managing their diaries, arranging business travel, electronic filing, and presentations
- **Money management:** Processing monthly expenses, managing the office petty cash and maintaining office stationery supplies
- **Project documents:** Researching background information for projects and creating presentation packs and documents for client and investor meetings
- **Team Coordination:** Coordinating with offsite production teams to ensure Directors are fully up to date
- **Pre-production:** Aiding pre-production, including sourcing offices, staff and equipment
- **Office management:** Running of the office and being the first point of contact for the office and the Directors
- **Contracts:** Managing the completion of contracts, NDAs and releases, logging and tracking their status
- **Weekly reports:** Circulating relevant information and news to the team

Rocket Pictures Digital (London)

Digital Team Coordinator (June 2015 – June 2016)

- **Diary and travel management:** PA duties for the Co-Directors of Content, including managing their diaries, arranging business travel, electronic filing, and reconciling expenses
- **Production slate management:** Maintaining the development slate and providing weekly project updates and priorities to the team
- **Team management:** Organising and attending relevant internal meetings to create agendas, distributing presentations, taking minutes, identifying actions and responsibilities and following up with individuals
- **Pitch Documents:** Preparing pitch materials and presentations in Word, Keynote and Powerpoint for commissioner meetings
- **Contracts:** Raising contracts, NDAs and releases, managing their completion and then logging and tracking their content

Keshet Productions UK/ International (London)

Team Assistant (Jun 2014 – Jan 2015) promoted to Development Coordinator/ Researcher, Non-Scripted (Jan 2015 – Apr 2015)

- **Diary and travel management:** PA duties for CEO, COO and Head of Non Scripted Development, including commissioner meeting setup and booking all business trips for staff in accordance with set budgets
- **Team management:** Monitoring and maintaining workflow of Non-Scripted team and prioritising projects in line with department objectives
- **Office management:** Coordinating the company's move into larger premises and purchase of new furniture/ equipment in a short time frame
- **Maintaining equipment:** Providing IT support in office and logging all purchases and technical equipment
- **Pitch Documents:** Preparing pitch materials and presentations in Word, Photoshop and Powerpoint for commissioner meetings
- **Researching:** Finding appropriate topics and filming locations for development ideas
- **Writing:** Creating a database of questions for quiz formats, writing treatments and recording all development ideas

Freelance

Freelance Development Assistant (April 2015 – Aug 2015)

- **Writing:** Writing pitch documents and treatments in Word and Photoshop for a Freelance Development Executive
- **Creative:** Developing ideas for adapting a book for television

La Plante Productions

Freelance Book Sub-Editor (Oct 2012)

- **Editing:** Sub-edited a novel with the intention for adaptation
- **Proof reading:** Proofreading drafts of a novel, improving the flow of language and updating cultural language

Valerie Hoskins Associates, Literary Agency

Work Experience (Aug 2010 & Sep 2012)

- **Writing:** Creating reports for scripts and novels (outlining visuals, strengths and characters)
- **Office management:** Running errands, including purchasing office supplies and posting manuscripts

Other employment includes:

Crane Co (Hertfordshire)

Site Administrator (June 2018 - July 2018) - TEMP CONTRACT

Tesco PLC (Hertfordshire)

Merchandising Assistant (Jan 2014 – Jun 2014)

One Claims (Hertfordshire)

Team Assistant (Aug 2012 – Nov 2013)

Education

University of East Anglia 2.1 BA (Hons) Film and American Studies (Sep 2008 – Jun 2012)

including a year studying at the **University of Rhode Island, USA**

The Leventhorpe School, Hertfordshire (Sep 2001 – Jul 2005 & Sep 2006 – Jul 2008)

- 3 A-levels: English Lit (A), Graphics (A), Art (B)
- 12 GCSEs: (A* - B) including English (AA) and Maths (AA)

REFERENCES AVAILABLE ON REQUEST