



PENNY SANDELS

REMOTE EXECUTIVE ASSISTANT

I am a freelance remote Executive Assistant with over 10 years experience working for HNWI's and within the financial services sector in London. Having managed busy diaries and travel plans across multiple time zones, offices and teams of admin assistants, I have a wealth of experience to bring to the role. I co-founded Assistants From a Distance in order to use my acquired skills to operate a truly one of a kind, bespoke service for small-medium sized businesses.

EXPERIENCE

EXECUTIVE ASSISTANT

Assistants From a Distance Ltd. - Founder, Jan 2023 - Present

Berkeley Square Property Group - Executive Assistant & Operations, Aug 2021 - Jan 2023

Optima Partners Consulting - Executive Assistant to Partner - Feb 2020 - Aug 2021

Marlin Equity Partners - Executive Assistant to the Directors - Jun 2015 - Jan 2019

PERSONAL ASSISTANT / HNWI

The Capital Partnership - Executive Assistant to the business and Personal Assistant to the family, Apr 2019 - Aug 2019

Aqua Partners - Personal and business assistant - Executive Assistant to the business and Personal Assistant to the family, Nov 2013 - Mar 2015

EVENTS MANAGEMENT / COORDINATOR


The Law Society - Events & Sales Coordinator, Oct 2011 - Aug 2013


ZSL London Zoo - Events Coordinator, May 2009 - May 2010


EDUCATION

BOURNEMOUTH UNIVERSITY

BA - Events Management 2007 - 2010

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 DBS checked & member of the ICO

 www.assistantsfromadistance.com

 <https://www.linkedin.com/in/pennymessenger>

 <https://www.instagram.com/ASSISTANTSFROMADISTANCE/>

SKILLS

- Extensive Diary & Inbox Management
- Gate Keeping
- Travel booking & itineraries, Visa applications & Processing
- Expenses & invoice chasing
- Template creation
- Project research
- Events research, management & Marketing
- Social media creation & management
- Newsletters, blogs & mail merge
- Meeting minutes