



Sylvie Seksek

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Freelance French office manager Trilingual French-English-Italian

- ✓ You need a French-speaking office manager for your Paris office?
- ✓ You need assistance in setting up a business in France?

➤ **Whether you need one-off work or more sustained assistance, I provide freelance support services tailored to your needs**

15 years experience working for prestigious **international law firms** (Sullivan & Cromwell, Davis Polk & Wardwell, Skadden Arps, Baker & McKenzie, Allen & Overy, Jones Day, Watson, Farley & Williams) as well as the French sovereign fund **Fonds Stratégique d'Investissement** (monitoring relations with lawfirms: RFPs review, monitoring fees..).

Interim office manager

Handling transition to new office manager (including finding her /his replacement)



Help in starting a business in France

Advice and support in setting up your business in France



Trilingual French-English-Italian

- 20 years experience working for international companies
- Proven experience in English-speaking working environments
- PA for non-French speaking expatriates

2014 (may to dec.) **CONSOLIDATION ET DEVELOPPEMENT GESTION (INDEPENDENT MANAGEMENT CIE)**

- **Transition office manager**

2011-2013 **FSI - FONDS STRATÉGIQUE D'INVESTISSEMENT (FRENCH SOVEREIGN FUND)**

- **Paralegal for the legal department**

FSI's acquisition of equity stakes: Appointment process for the positions to be filled within the board of directors (drawing up a discovery report on the processes of candidates sourcing, selecting, assigning then appraising, plus implementing new processes)

Rationalizing the work organization of the legal team (drawing up a discovery report on the work organization of the legal team then implementing new processes and improving existing processes)

Implementing and managing the office' documentary and archiving bases

2006-2011 **REED SMITH (INTERNATIONAL LAW FIRM)**

- **Bilingual paralegal/Executive assistant**

Preparing the business planning for the corporate department

Business events management

Preparing and sending out press releases to clients

Obtaining documents such as by-laws and solvency certificates

Billing : preparing and following up on time sheets, expense reports and billing to clients

2004 -2005 **FORMAVEC (VOCATIONAL TRAINING ASSOCIATION FOR ADULTS)**

- **Executive assistant/Office Manager/Trainer**

Assisting the director in creating a vocational training association : locating and contacting potential funds, locating the BIDs, searching potential partners

Creating the training program for the association

Training adults on secretarial and computer skills then guiding them in their job searches

Professional experience (2/2)

2002 - 2003 **ALLEN & OVERY, then DAVIS POLK & WARDWELL (INTERNATIONAL LAW FIRMS)**

- **Executive assistant to International Capital Markets's department partner**

Personal assistant tasks (administrative formalities)

Translation work

Implementing and managing a new filing system for the office

1996 - 2001 **SULLIVAN & CROMWELL (INTERNATIONAL LAW FIRM)**

- **Bilingual executive assistant to partners**

Coordinating several secretarial departments (such as those of the parties implied in a financial transaction)

Reviewing and circulating press clippings on subjects of particular interest to the office

Testing the skills and then training newly hired secretaries

Taking over specific tasks of the lawyers in their absence (including acting as the main contact person and coordinator for clients' public relations offices that were filing press releases with the New York Stock Exchange and the U.S. Securities and Exchange Commission in Washington)

Organizing business and personal trips, transfers and relocations of executives in Paris

SPOKEN LANGUAGES

French : native language

Bilingual French/**English**

Italian: advanced

Spanish: basic level

Turkish: beginner

EDUCATION

2006 Certificate of transcriber-editor (Post secondary diploma)

1989 BTS Assistante de direction (two-year technical degree in executive secretarial skills)