

Natasha Kerr

Executive Assistant

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Andrew Lennox

Scottish Widows

Dear Andrew,

I am writing to apply for the Executive Assistant position at Scottish Widows. I have five years of experience supporting C-suite leaders in financial services and law, and I currently serve as EA to the Managing Director and CFO at Baillie Gifford, an investment management firm with £4.2 billion in AUM.

In my current role, I manage complex diaries across multiple time zones, scheduling an average of 35 meetings per week for two principals. I coordinate quarterly board meetings. Compiling board packs, managing agendas, taking minutes, and tracking action items, and I arrange international travel itineraries covering 40+ trips per year. One change I am particularly proud of was overhauling the board pack process by moving collection to a shared SharePoint workspace with automated reminders, reducing preparation time from three days to one. Before Baillie Gifford, I was PA to the head of corporate finance at Shepherd and Wedderburn, where I managed billing for five partners, processed £1.2 million in quarterly invoices, and organised a 120-person annual client dinner at The Balmoral Hotel.

Scottish Widows' scale and the pace of its operations require an EA who can work independently, handle confidential material, and keep things running without needing to be asked twice. That is how I work, and I would welcome the chance to discuss how I could support your leadership team.

Sincerely,

Natasha Kerr