

Natasha Kerr

Executive Assistant

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Executive assistant with five years of experience supporting C-suite leaders in financial services. Currently EA to the Managing Director and CFO at an investment management firm with £4.2 billion in AUM. I handle everything from board meeting logistics and travel to confidential M&A paperwork. The people I work for trust me to run things without being asked twice.

■ EXPERIENCE

Executive Assistant to Managing Director & CFO, Baillie Gifford, Edinburgh

Sep 2022 – Present

Provide full EA support to two senior leaders at one of the UK's largest independent investment managers.

- Manage complex diaries across **multiple time zones** — schedule an average of 35 meetings per week for 2 principals
- Coordinate **quarterly board meetings** — compile board packs, manage agendas, take minutes, and track action items
- Arrange international travel itineraries covering **40+ trips per year** to New York, Hong Kong, and European offices
- Handle confidential correspondence related to **3 active fund launches** and regulatory filings

PA to Head of Corporate Finance, Shepherd and Wedderburn LLP, Edinburgh

Aug 2020 – Aug 2022

PA to the head of corporate finance and 4 senior partners at a top Scottish law firm.

- Managed billing and time recording for **5 partners** — processed £1.2 million in client invoices quarterly
- Organised **client entertainment events** including a 120-person annual client dinner at The Balmoral Hotel
- Prepared **deal completion documents** for M&A transactions ranging from £5 million to £180 million

Receptionist & Junior Administrator, Anderson Strathern LLP, Edinburgh

Jun 2019 – Jul 2020

Front desk and admin support at a mid-size Edinburgh law firm.

- Greeted **50+ visitors daily** and managed the main switchboard handling 120+ calls per day
- Provided ad-hoc admin support to **8 fee earners** — printing, binding, filing, and document formatting

■ EDUCATION

HND in Business Administration, Edinburgh College, Edinburgh

Sep 2017 – Jun 2019

Graduated with A in Graded Unit. Completed units in business law, office management, and IT applications.

■ SKILLS

C-Suite Diary & Calendar Management • Board Meeting Coordination • International Travel Arrangements • Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) • Minute Taking & Action Tracking • Expense Management (Concur) • Confidential Document Handling • Event Planning & Coordination • Billing & Time Recording (Aderant) • Typing (80 wpm)

■ CERTIFICATIONS

IWFM Level 3 Certificate in Workplace and Facilities Management, Institute of Workplace and Facilities Management

Jan 2021 – Sep 2021

Microsoft Office Specialist – Excel Associate, Microsoft

Jun 2020

■ LANGUAGES

English (native)

■ PROJECTS

Board Meeting Process Overhaul – Baillie Gifford

Jan 2023 – Jun 2023

Redesigned how board packs are compiled and distributed for quarterly meetings.

- Moved from email-based collection to a **shared SharePoint workspace** with automated reminders
- Reduced board pack preparation time from **3 days to 1 day**
- Created a standardised template used across **4 board committees**

Annual Client Dinner – Shepherd and Wedderburn

Sep 2021 – Dec 2021

Sole organiser of the corporate finance team's annual client dinner at The Balmoral Hotel.

- Managed a **£18,000 budget** covering venue, catering, AV, and entertainment
- Coordinated invitations and RSVPs for **120 guests** including C-suite clients and senior partners

■ REFERENCES

Graham Elliot, Managing Director, Baillie Gifford, graham.elliott@bailliegifford.com, +44 7700 900 621

Louise Dunbar, Head of Corporate Finance, Shepherd and Wedderburn LLP, louise.dunbar@shepwedd.com, +44 7700 900 394

■ **EXTRA CURRICULAR ACTIVITY**

Volunteer – Edinburgh Dog and Cat Home

Weekend volunteer helping with animal care and rehoming administration. Process around 5 adoption applications per shift.

Mar 2020

Member – Edinburgh EA Network

Attend monthly networking lunches for executive assistants in Edinburgh's financial and legal sectors. Group of around 30 EAs.

Jan 2022