



MARIANNE GERANCE

C- Level Executive Assistant | Office Manager

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ABOUT ME

I have nearly 10 years of experience working as a teacher, executive assistant, and office administrator, advancing to the role of office manager. My background includes providing high-level support to School principal and C-suite executives in both physical and hybrid work environments. I specialize in managing calendars, travel, and correspondence while handling administrative tasks with efficiency and attention to detail. My ability to navigate both traditional and modern work setups has made me adaptable and versatile in my approach. I'm skilled in creating smooth workflows and fostering positive work environments. I take pride in my ability to support executives effectively and ensure the seamless operation of daily business functions.

EDUCATION

2024 - Present **ST. PAUL UNIVERSITY | MASTER OF LEADERSHIP AND MANAGEMENT**

2009 - 2013 **DIVINE WORD COLLEGE OF CALAPAN | BACHELOR OF EDUCATION**

WORK EXPERIENCE

July 2024 -
Sept 2024

EA/ OFFICE MANAGER | PHILIA DMCC | DUBAI

I efficiently manage appointments, meetings, and travel arrangements, including the CEO's calendar, personal payments, and international itineraries. I handle emails, phone calls, and correspondence with stakeholders, while also organizing agendas, presentations, and materials for executive preparedness. Additionally, I plan and oversee corporate events, manage daily office functions, and contribute to implementing office procedures.

Aug 2023 -
July 2024

ASSISTANT TO THE PRINCIPAL | AL GHAF SCHOOL | ABU DHABI

Manages schedules and organizes meetings for the Principal. Handle communication between executives and other staff, ensuring smooth operations. Assist with class coordination and administrative tasks to support the faculty team. Organize events and parent meetings. Creates online records of needs and improvements in school.

Sept 2019 -
May 2023

HR BP/ SENIOR UNIT MANAGER | AXA | PHILIPPINES

In this role, I hire, enable, and develop a team of Financial Advisors while coordinating with Agency Training and Development to implement their programs. Leverage my expertise to manage and monitor the sales team's activities, ensuring that performance metrics and deliverables are consistently met on a monthly basis. Additionally, reinforce daily activity management of Financial Advisors and promote sales drives and campaigns in collaboration with Agency Development.

Sept 2015- July
2019

ENGLISH TEACHER | UNITED INTL PRIVATE SCHOOL | DUBAI

As a secondary-level class adviser, I create and execute lesson plans while also teaching English to students from Year 8 to Year 12. I record students' academic marks and conduct Parent-Teacher meetings to discuss their progress. In addition, I serve as the grade-level chairman and school paper advisor, providing guidance on writing and publication. I also teach research and help develop school programs, often writing scripts and hosting events. My diverse roles contribute to the academic and extracurricular development of students

SKILLS

- Communication Etiquette
- Time Management
- Organizational Skills
- Detail Oriented
- Problem-Solving
- Technology Proficiency
- Discretion and Confidentiality
- Project/ Task Management
- Event Planning
- HR Knowledge
- Leadership
- Basic Financial Management