

Leigh McLaren Brierley

Strategic, adaptable Executive Assistant with experience supporting senior leaders in fast-paced environments. Skilled in managing priorities, streamlining operations, and driving alignment. Proactive and solutions-focused, with strengths in coordination, communication, and stakeholder engagement.



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Skills and Experience

Technical skills & Software tools

- MS Suite & G-Suite
- HubSpot & MS Dynamics
- Xero, QuickBooks, Sage
- Recrutee, Access RDB ProNet, People HR
- JIRA, Confluence, Trello
- SurveyMonkey, Bookwhen
- Canva
- LinkedIn Recruiter

Professional skills

- General Administration & Organisation
- Documents & Scheduling
- Email & Diary Management
- Travel Management & Booking
- C-Suite
- HR & Recruitment
- Customer Service
- Event Planning & Project Management
- Research
- Problem Solving
- Proofreading

Industry Experience

- Administration & Support Services
- Business Management, Consulting & Coaching
- Charities & Social Services
- Electronics & Technology
- Finance
- Entertainment & Event Management
- PR & Communications
- Travel & Tourism

Work Experience

Executive Assistant to the Executive Directors of Operations and People and Culture

Samaritans Charity (UK)
Jun 2024 - Mar 2026

- Acts as a trusted gatekeeper managing complex diaries, inboxes, and priorities.
- Coordinates senior meetings, producing minutes, reports, and presentations.
- Supports strategic planning, tracking business plans, risks, and actions.
- Manages stakeholder communication internally and externally.
- Oversees executive travel, expenses, and operational logistics.
- Ensures compliance with policies, governance, and organisational standards.

Business Operations Executive

Astun Technology Ltd (UK)
Apr 2022 - Mar 2024

- Provided high-level executive and operational support to senior leadership.
- Coordinated leadership meetings, reporting, KPI tracking, and budgets.
- Managed end-to-end travel, logistics, and corporate events.
- Led online training events, including coordination and communications.
- Supported HR processes, including recruitment, onboarding, and systems.
- Contributed to governance, compliance, and cross-functional operations.

Engagement Manager

Outsourcery & Your Right Hand Finance Team (UK)
Feb 2016 - Mar 2022

- Delivered executive-level support and managed KPI reporting.
- Planned and executed large-scale events and conferences.
- Supported finance operations, including invoicing and processing.
- Led process improvements and streamlined SOPs.
- Managed end-to-end recruitment and HR system implementation.
- Oversaw onboarding/offboarding and CRM/accounting system administration.

Various International Roles

Earlier Career
Jan 1999 - Apr 2015

- Held senior roles across travel, sales, marketing, and operations.
- Managed corporate and leisure travel (international and domestic).
- Led teams and branch operations within travel environments.
- Delivered strong sales performance with multiple top consultant awards.
- Built client relationships and delivered high-level customer service.
- Gained global experience across the UK, SA, Australia, Taiwan, and New Zealand.

Education & Certifications



AI Edge – From Prompt to Profit (Recruitment Training)

Remote Training Programme



Introduction to GIS Training (Geographical Information Systems)

Professional Development Course



Mental Health First Aider Certification

MHFA England



Diploma in Food Service Management

Natal Technikon

