



Bibiana Quinones

Multilingual with a BA degree, C-Suite Executive Assistant & Project Coordinator with strong interest and passion in Human Resources – Undertaking CIPD L5 People & Management.

📍 London, UK

✅ Bibiana is **Available to work**

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Links

 [LinkedIn](#)

Work Preference

Location: Open to relocate

Pattern: Open to Full-time work

Employment: Permanent Positions

Skills

Event Coordination (Advanced)

Budget Administration (Intermediate)

Executive Administrative Assistance (Advanced)

Advertising (Intermediate)

Marketing (Intermediate)

Spanish (Advanced)

Italian (Advanced)

Travel Arrangements (Advanced)

Calendar Planning (Advanced)

Expenses (Advanced)

About

Multilingual with a BA degree, C-Suite Executive Assistant & Project Coordinator with strong interest and passion in Human Resources – Undertaking CIPD L5 People & Management.

BRANDS WORKED WITH

Aomrc – Academy of Medical Royal Colleges

Avon Cosmetics

GKN Automotive

Johnson & Johnson Md&d

Rogers Stirk Harbour + Partners

The Coca-Cola Company

Experience



● (C-Suite) EA to Chief Human Resources & HR Project Management

GKN Automotive | Sep 2021 - Now

- Provided EA support to the Chief Human Resources Officer, including full inbox and diary management, expenses, travel arrangements, visas, leasing with EA's & Stakeholders globally.
- HR Projects Management such as Values & Behaviours and the Undergraduate Programme.
- Transferring all employees into Oracle Learning with Training Sessions, Q&A sessions, and email support.
- Organised Global HR Meetings, providing office announcements, staff updates for the CHRO, holiday approvals, timesheets, sickness/absence management and company-wide events (Christmas parties, away days etc).
- Managed and control Global HR budget monthly with the HR Leadership teams and Finance.
- Office management duties for the London HQ including facilities, Health & Safety, and suppliers.



● (C-Suite) EA to the COO & Marketing Project Management to Innovation

Avon Cosmetics | Oct 2017 - Jul 2021

EA Responsibilities

- Inbox and complex diary management across different time zones and Board meeting preparation.
- Arranged international travels including full logistics and booking of transport, accommodation, visas application.
- Management of SAP and Concur platforms to process expenses and PO's.
- Supporting the COO with event planning, project management and taking ownership of key initiatives.
- Attended key meetings and track follow ups and deliverables for the COO.

Marketing & Sustainability Project Management

- Managed Avon's products display in the London Corporate office.
- Successfully completed the internal Digital Transformation Tool course. (Management of all Avon Digital Tools).
- Sustainability Champion support to gain B-Corp certification. Carried out ad-hoc research, company surveys and internal awareness campaigns which assisted Avon to reach this goal.

HR Responsibilities

- Management of highly confidential HR recruitment processes.
- Onboarding new staff (IT equipment, premises guidance, relocation process), Health & Safety policies.
- Coordinated and maintained records of the Global COO's direct reports annual leave.

Stakeholder Relations (Advanced)

Logistics Management (Advanced)

Human Resources (HR) (Intermediate)

Languages

English (Native)

Spanish (Native)

Italian (Work Proficiency)



● (C-Suite) EA & Lead for "The Design Machine" Marketing Platform

The Coca-Cola Company | Jan 2016 - Oct 2017

EA Responsibilities

- Assisted three E-Commerce Directors with complex diary and travel management across different time zones.
- Organised the Coca-Cola EU e-commerce market visit in Berlin for 50 international guests including arrangement of venues, accommodation, hospitality, and flights as well as liaising with all EU offices.
- Handled highly confidential documents and correspondence.
- Coordinated global meetings, team budget and prepare board documentation.
- Supported external senior members when visiting London.
- As a member of the "Great Place to Work" social events Committee, assisted the planning of corporate events including Christmas, Summer parties and the company 150th Anniversary.

Marketing Project Management

- Liaised with Marketing departments, keeping the Team updated on projects/campaigns and ensuring alignment.
- Translated marketing materials on an ad-hoc basis (Spanish – English), saving companies' costs and time.
- Actively sought and successfully took on the lead of the marketing platform the "Design Machine" for the Western Europe Business Unit comprising of 12 countries. Managed the marketing assets of all Coca-Cola brands contained in this platform and provided brand managers with content relevant to requirements. Delivered training to new staff and marketing agencies which ensured accurate usage of the platform's functionalities and content.

HR Responsibilities

- Welcomed and set up new team starters with IT equipment, welcome packs, personalised detailed agendas for the day/week, ensuring a timely, organised onboarding process, facilitating associates start.



● Senior Creative Partner & Architectural Project Coordinator

Rogers Stirk Harbour + Partners | Jan 2015 - Jan 2016

- As a Project Coordinator and EA to a Creative Design Partner, contributed to five major international projects at different stages of development and kept regularly updated architects and clients through different means, including management of internet-based Architectural platforms to maintain records of projects.
- Challenged with a different way of working and new technical terminologies specific to the industry; proactively sought training from the architects and gained an understanding of the functioning, stages and complex processes involved in architectural projects.
- Successfully coordinated international clients and consultant teams daily, demonstrated significant interpersonal skills and natural interest in the architecture / design world, plus worked under pressure and complied with strict projects deadline. This built strong business relationships with internal and external stakeholders and developed significant project and process management skills.

HR Responsibilities

- Contributed to the office move in London by archiving architectural material, coordinating all teams, assisting with logistics and third-party bookings. Onboarding new Architects, holidays & sickness tracker.

● (C-Suite) EA to Chairman & Marketing /Project Coordinator

Aomrc – Academy of Medical Royal Colleges | Jan 2013 - Jan 2015

● EA to Finance Director (LATAM) & Marketing/Project Coordinator

Johnson & Johnson Md&d | Jan 2007 - Jan 2012

Education & Training

1993 - 1999

● **University Jorge Tadeo Lozano**

BA (Hons 2:1), Advertising & Marketing; Postgraduate Diploma in Marketing;

1993 - 1999

● **Universidad Jorge Tadeo Lozano**

BA , Advertising & Marketing