

IVANA PRELIC

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EXECUTIVE ASSISTANT / OFFICE MANAGER

Astute professional with a comprehensive career portfolio showcasing deep expertise and hands-on experience in world class administrative support to C-level executives. Help business achieve efficiency with office systems, workflows, and processes. Broad-based experience covering a full spectrum of admin duties, executive support, office management, customer care, coordinating travel/meetings, order supplies.

AREAS of EXPERTISE:

Technical savvy | Departmental Communication | Discretion | Report and document preparation |
Coordinate Schedules | Problem Solving | Organize Meetings | Decision – Making | Time Management |
Event Coordination | Attention to Detail | Adaptability | Leadership | Humility | Planning | Team Building |

PROFESSIONAL EXPERIENCE

WildBrain Toronto, Canada

November 2021 – October 2023

Executive Assistant to Chief Operating Officer and Chief Commercial Officer

- Manage executives busy and extensive calendars for Chief Operating Officer and Chief Commercial Officer.
- Monitor and respond to email correspondence and queries and screen incoming requests to determine priority level, including meetings, visitors, phone calls, and incoming mail in a professional manner.
- Schedule appointments including meetings, lunches, dinners, events, trade shows, seminars & speeches.
- Arrange travel arrangements and accommodations for both international and domestic travel, ensuring time and cost effectiveness.
- Organize and coordinate logistics of conference calls, prepare and print all materials in advance of meetings, presentations, events, etc., and support departments in various projects and administrative tasks, instrumental to the provision of compelling, informative collaboration.
- Manage To-Do List, helping keep outstanding items from falling off the radar; complete, track and reconcile monthly business expense reports to align forecasting and spend.
- Perform clerical duties such as filing, typing, and copying documents, and organizing files.

Li-Cycle, Toronto, Canada (6 months contract)

June 2021 – November 2021

Executive Assistant to General Counsel and Corporate Secretary & Chief People Officer

- Provide direct administrative support to General Counsel and Corporate Secretary & Chief People Officer
- Maintain work schedules and calendars of assigned client group and arrange travel accommodations for required business trips in an economical and timely fashion, including air fare, hotel bookings, car rentals, etc.
- Working with other Li-Cycle Executive Assistants, coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare documents for Board of Directors.
- Troubleshoot and/or escalate office administration issues.

Canada Goose, Toronto, Canada

April 2017 – October 2020

Executive Assistant to Chief Commercial Officer and EVP Stores, Ecomm & Corporate Strategy

- Manage and prioritize CCO and EVP's schedules to ensure that they optimize their time on immediate issues and deadlines. Calendar management for CCO, EVP, VP of Retail, Director of Construction.
- Maintain calendar by arranging meetings and appointments between external and internal contacts.
- Arrange travel, hotel, and car services, prepare itinerary, both international and domestic to ensure time and cost effectiveness.
- Responsible for onboarding process of new employees and serving as liaison between them and the company.
- Coordinate logistics of meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures, content, grammar, spelling and make edits as necessary, refer and redirect all inbound telephone calls, e-mails, and visitors as required.
- Facilitate communication from department managers, business unit leaders, and project managers.
- Perform a variety of accounting activities such as complete expense reports, pay invoices, and other related duties.
- Prepare and review PowerPoint presentations.

Spin Master, Toronto, Canada

May 2015 – February 2017

Executive Assistant to EVP & VP of Licensing and Business Affairs

- Complex calendar management for EVP and VP of global Licensing & Business Affairs
- Manage meetings for Licensing team for all annual trade shows, as well as dinners, Spin Master parties (invitations, logistics).
- Internal and external meeting preparation / support; coordinate travel, hotel, and car reservations.
- Vacation tracking.
- Manage monthly expense report for EVP and VP.
- Submit health care benefits receipts to Manulife.

Serbian Orthodox Church St. Sava, Toronto, Canada

July 2011 – Present

Administrative Coordinator (Volunteer)

Create and works with children, by introducing arts and crafts.

- Develop and organize church events and concerts.
- Assist in serving lunch during Sunday service.

Hydro One, Toronto, Canada

October 2008 – March 2011

Administrative Assistant to VP & Manager of Supply Chain

Unison Insurance and Financial Services Inc., Mississauga, Canada
Customer Service Representative

October 2006 – November 2007

Unison Insurance and Financial Services Inc., Mississauga, Canada
Office Manager / Receptionist

February 2005 – October 2006

Avante Mazda of Toronto (North Toronto Mazda), Toronto, Canada
Receptionist

July 2001 – September 2003