Olivia MacLean

Executive Assistant | Legal Administrative Assistant Co-op

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PROFESSIONAL SUMMARY

Executive assistant supporting the founder and two directors of a growing ocean technology company, after an office administration diploma and a co-op in a law office. Manages three calendars across time zones, books travel to trade shows, prepares meeting packages and keeps confidential HR and investor files organized. Known for clear follow-ups and calm handling of last-minute changes.

PROFESSIONAL EXPERIENCE

Bluefin Marine Systems · Halifax, NS **Aug 2025 — Present**

Executive Assistant

- Manage calendars for the founder and two directors, coordinating meetings with partners in Europe and Asia across up to five time zones.
- Book travel for three international trade shows a year, building day-by-day itineraries with flights, hotels, meeting locations and booth logistics.
- Prepare agendas, materials and minutes for monthly leadership meetings and track action items until each one is closed.
- Handle confidential investor and HR documents, setting up restricted folders and a naming system the leadership team now uses.

Harbourfront Morrison Law · Halifax, NS **Jan 2025 — Apr 2025**

Legal Administrative Assistant Co-op

- Scheduled client meetings for three lawyers and greeted clients, preparing files and documents before each appointment.
- Proofread letters and agreements for formatting and consistency, and maintained the firm's paper and electronic filing.

EDUCATION

Diploma, Office Administration – Executive **2025**

Atlantic Shore Community College

SKILLS

Technical: Calendar management, Travel booking, Meeting preparation, Minute taking, Expense reports, Microsoft 365 and Outlook, Excel, PowerPoint, Google Workspace, Event logistics, Confidential records, Bilingual English and French

Certifications: Microsoft Office Specialist: Excel Associate