

15+ years in administration

12 years running a medical practice single-handed

200 members managed at Basecamp

SKILLS

- End-to-end projects
- Complex files
- 100% custom-built apps
- Automation & AI
- Accounting & reconciliations
- Dashboards & tracking
- Supplier coordination
- Community management

STRENGTHS

- Strict confidentiality
- Rigour and reliability
- Autonomy and responsiveness
- Big-picture thinking

LANGUAGES

French
English — B1 (TOEIC 715)

CONTACT

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NADIA GERAY

Executive Assistant & Digital Solutions

FRANCE & FRENCH-SPEAKING SWITZERLAND · MOSTLY REMOTE

I support executives, entrepreneurs and private clients with administration, organisation and digital tools: complex files, projects to drive, custom-built apps, automation. **Nadia takes care of it.**

TRUSTED BY

Geneva jewellery house · Basecamp Fitness · Chez Anaïs · Violeta Event · Signé Théa · Une Foulée pour l'Avancée

★★★★★ Verified client reviews on Trustpilot

EXPERIENCE

Independent Executive Assistant — Since 2023

Executives, small businesses and private clients · France & Switzerland

Geneva jewellery house · since April 2026

- **Personal assistant:** estate matters in Belgium, paperwork.
- **Company CRM:** 6,000 contacts consolidated with Power Query.
- **Company accounting:** bank reconciliations, Swiss VAT.
- Directory of 396 notaries across 6 cantons, house newsletter.

Other assignments

- **Custom-built apps:** client app and booking calendar (Signé Théa).
- **Communications lead:** Une Foulée pour l'Avancée.
- Launches and events: Chez Anaïs boutique, Violeta Event.
- Private clients: taxes, paperwork, dealing with public bodies.
- **Community management:** Instagram, Reels, newsletters, websites.

Studio Manager — Since 2023

Basecamp Fitness · Évian-les-Bains

- **200 members:** memberships, payments, follow-ups, retention.
- **Accounting:** bank statements, annual accounts, revenue.
- Built the team's in-house app, "Allez Jim".
- **Automated member CRM:** custom tool linked to Google Sheets.
- Coordinating coaches, schedules and member assessments.
- Newsletters, member communications, merch shop.

Medical Secretary — 2011 – 2023

Sole administrator · general practice

- Ran the practice alone for 12 years: appointments, patient files.
- **Practice accounting:** billing, collections, payments.
- Point of contact for health insurers, strict confidentiality.

EARLIER EXPERIENCE

2006 – 2011 family career break and IT self-training · **2004 – 2006** gem-setting training, Ateliers TS (Switzerland) · **2000 – 2004** betting outlet (PMU) manager and team lead · **1995 – 2000** head waiter (Switzerland)

EDUCATION

Self-taught, continuously learning on the job: AI, automation, digital tools.