PORTFOLIO

Nadia Geray

Executive Assistant & Digital Solutions

I take care of what you don't have time for, both professionally and personally.

Business & personal

France & Switzerland

One-off or ongoing engagements



My areas of expertise

I take over whatever is slowing entrepreneurs, executives and independent professionals down.

Projects, custom tools, automation, websites: I take on what requires time, rigour and follow-through.

My role: structuring, coordinating and moving operational matters forward, so you can stay focused on your core business.

01

Complex cases & coordination

Complex case management
Followed through to resolution
Supplier & service-provider coordination
Deadlines under control

Example: inheritance, insurance claim, client file, unpaid invoice or dispute — I gather the documents, reach out to the right people and follow the case through to resolution.

02

Organization Automation & AI

Custom-built apps
Centralizing information
Building tracking dashboards
Automation & AI

Example: for a mobile nail technician, I built a mobile app linked to her client database: calendar, reminders and loyalty card, all automated.

03

Websites & digital presence

Website creation
Hosting & publishing
Maintenance & updates

Example: you need a clean showcase website, a domain name and a professional email address: I handle the setup and follow-up.

04

Client relations & operations

Bookings & schedules
Client relations & daily follow-up
Memberships & routine operations
Day-to-day activity coordination

Example: for a business with clients, memberships or bookings: I handle requests, changes, follow-ups and reminders.

05

Project management & activity tracking

Tracking of ongoing actions
Coordination between stakeholders
Prioritizing urgent matters
Clear updates and reporting

Example: tool migration, launching an offer, organizing a project: I move each step forward and give you clear, regular updates.

BENEFITS

What you gain

Time saved

Tasks are taken care of and files move forward.

Centralized follow-up

One single point of contact and a clear view of what's done, in progress or pending.

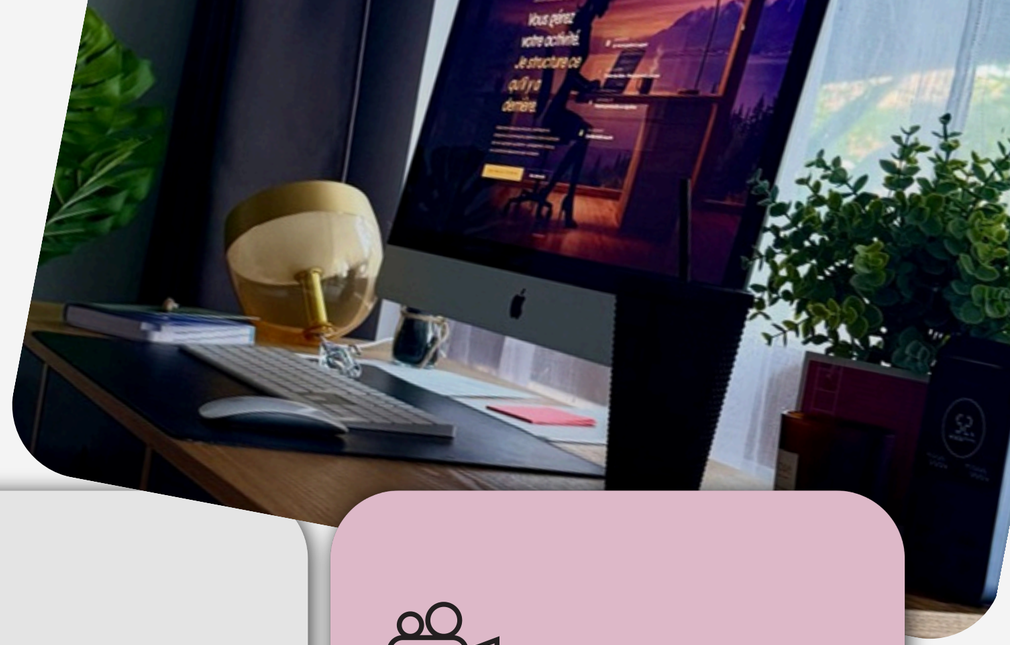
Less to manage

You stay informed without having to supervise every step.

BUSINESS & PERSONAL · REMOTE · FRANCE & SWITZERLAND



I adapt to your tools & methods



Work methods

Organization
Centralization
Follow-up
Communication

Processes & organization

Process optimization
Lasting time savings

Automation

When it's useful
Never for its own sake

Existing tools

Quick onboarding
Immediate adaptation

Organization & continuity

Up and running from the very first exchange.
Quick understanding of your needs and the way you work.
Minimal supervision required.

Scoping

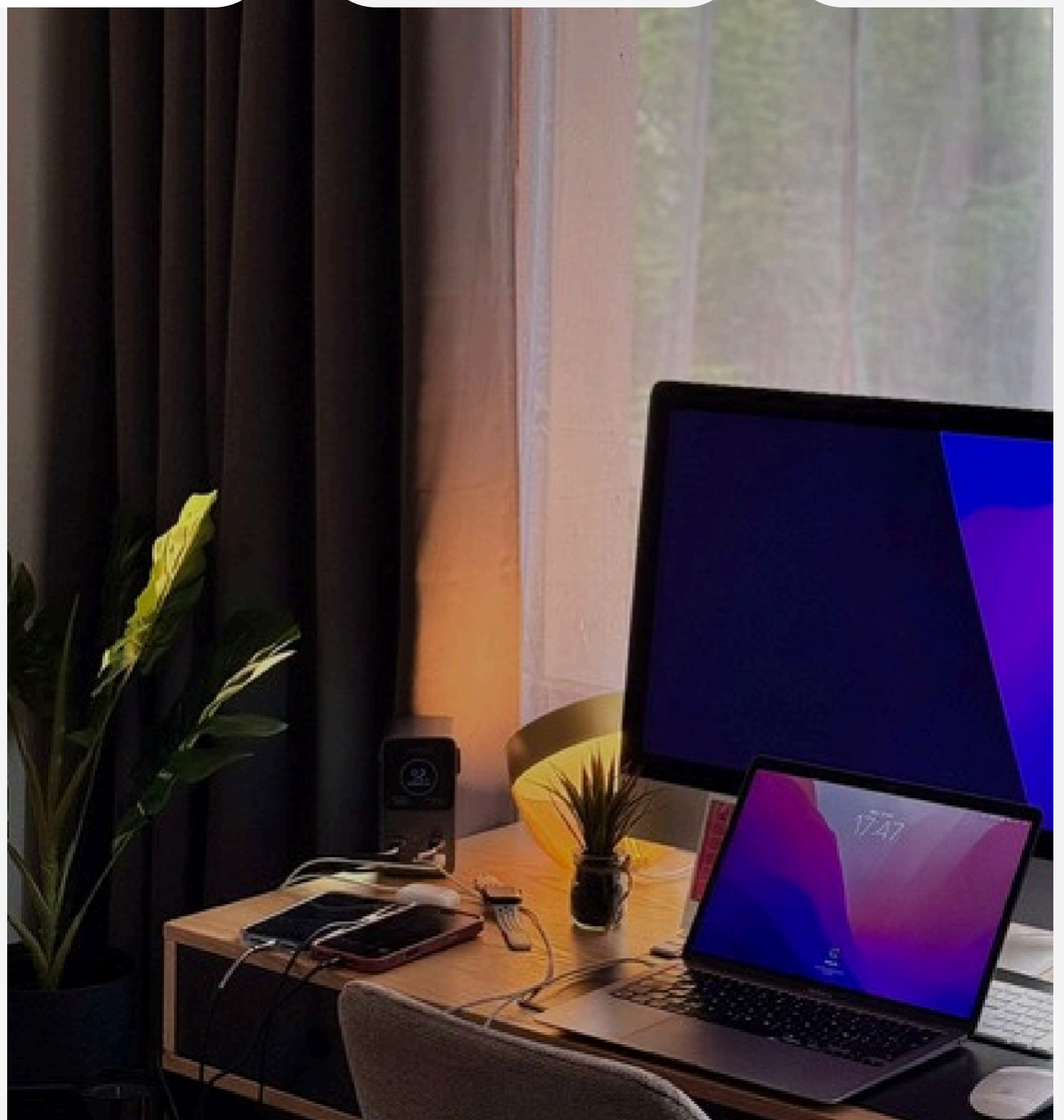
Quick understanding

Execution

Autonomous execution

Follow-up

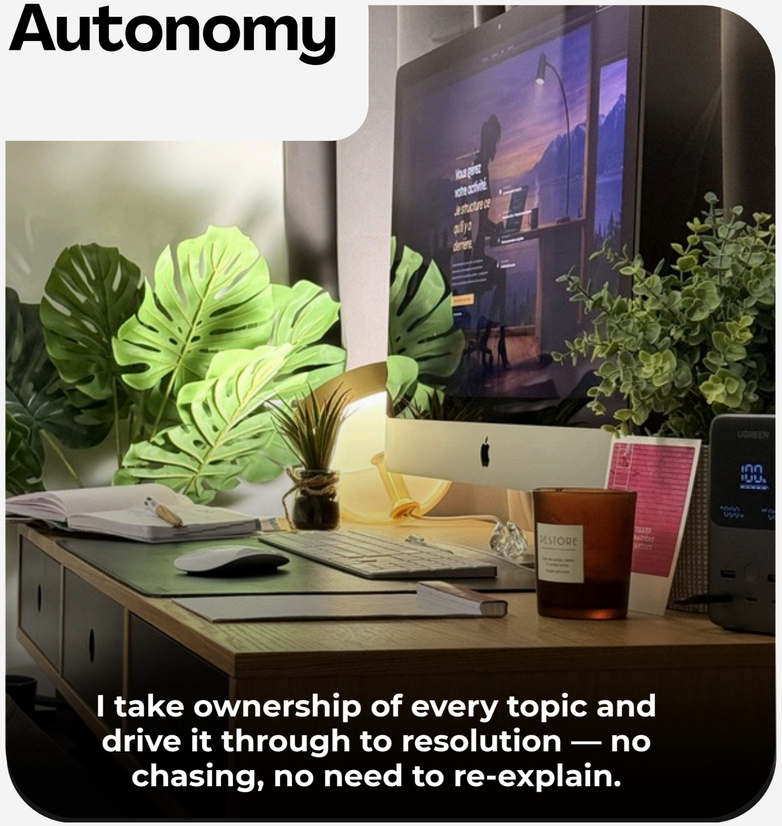
Continuity ensured



The space shown here is my daily working environment, from which I support my clients remotely in France and Switzerland.

My way of working

Autonomy



I take ownership of every topic and drive it through to resolution — no chasing, no need to re-explain.

Adaptability

One-off or ongoing engagements

Available | Response within 1h | Remote

Proactivity

- Topics move forward until fully resolved
- Proactive identification of blockers
- Deadlines met without reminders
- Clear communication
- No micromanagement needed

Discretion

- Full confidentiality
- Protected data
- Professional discretion
- No disclosure

Reliability

- Commitments honored
- Structured follow-up
- Regular communication
- Full transparency

Contact



Email & Web

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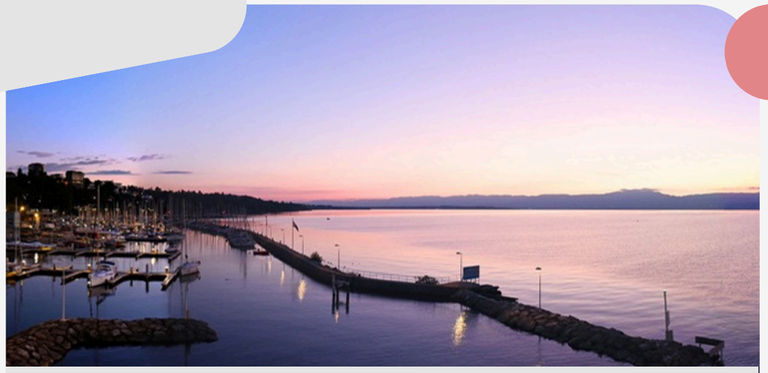

Location

- Based between Thonon-les-Bains & French-speaking Switzerland
- Remote collaboration
- Available in France & Switzerland



Rates & availability

- Rates based on project
  Free quote
- Availability confirmed
- One-off or ongoing engagements