Lama Noueiry

Executive Assistant and Operations Coordinator

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Core Competencies

Executive Calendar & Inbox Management • Legal Document Drafting & Review • HR Administration & Onboarding • Talent Acquisition Coordination • Multi-Currency Payroll Administration • Financial Reporting & Expense Management • Vendor & Stakeholder Coordination • Process Documentation & Improvement • CRM & Database Management • Asynchronous & Remote Collaboration

Professional Summary

Executive Assistant and Operations professional with 5+ years supporting senior leadership across calendar management, legal operations, financial administration, and cross-functional coordination. Experienced in managing confidential information, multi-stakeholder communications, and complex workflows in fast-paced, distributed environments. Fluent in Arabic and English; skilled in Notion, ClickUp, Google Workspace, Slack, and AI productivity tools.

EXPERIENCE

Executive Assistant, *AuthorCMO* 05/2026 – Present
Remote

- Edited short-form Reels and designed social media carousels (Figma, Descript) across multiple client accounts, sustaining a consistent multi-platform content cadence
- Authored and maintained SOPs for core production workflows
- Coordinated executive travel logistics, sourcing and booking flights and accommodations
- Managed email campaign scheduling and execution across Kajabi, Substack, and ActiveCampaign
- Maintained cross-client posting schedules, sequencing content dependencies to keep output one week ahead of publish dates

Executive Partner & Operations Associate, *YOUMNA FZE* 04/2025 – 08/2026
Remote

- Reduced founder's operational burden by 50% through end-to-end management of executive calendar, inbox triage, and strategic prioritization using "Right Hand" workflow protocols
- Maintained ROT tracking systems and delivered pre-briefed executive intelligence ahead of Discovery Calls, enabling data-driven decision-making
- Drafted and executed mission-critical legal instruments -employment contracts, NDAs, partnership agreements - with zero deployment delays
- Administered full-cycle financial operations including monthly client invoicing, multi-currency payroll compliance via RemotePass, and real-time revenue and expense oversight
- Drove recruitment pipeline excellence, conducting 2-4 business interviews daily using a structured assessment framework from screening through offer stage
- Built and deployed "First 7 Days" onboarding toolkit ensuring Day 1 operational readiness across legal, systems, and cultural integration for all new hires
- Orchestrated client acquisition engine: managed waitlist infrastructure, qualified ICPs, and coordinated Sales-to-Training handoffs

Operations Coordinator, *Wyld VC (Client placement via YOUMNA)* 05/2025 – 11/2025
Remote

- Managed calendar and inbox operations across a fast-paced VC schedule, ensuring zero scheduling conflicts and timely prioritization
- Maintained a tracking log of AI and VC industry conferences and conventions, keeping the team ahead of key networking and deal-sourcing opportunities
- Owned task management for the full team, coordinating priorities and deadlines across investment and operations functions
- Conducted candidate interviews and ran weekly team meetings, driving hiring decisions and cross-team follow-through
- Managed and mentored interns, overseeing daily workload and development
- Supported pitch and investor deck creation, contributing research, content, and formatting

Business Development Associate, *BNVT Capital (Client placement via YOUMNA)* 04/2026 – 08/2026
Remote

- Maintained and updated the CRM to track LP outreach activity across the full prospect pipeline
- Sourced and prospected family offices and high-net-worth individuals (HNIs) across the Gulf region for Fund II LP outreach
- Conducted direct outreach to qualified prospects, managing engagement from first contact through relationship building
- Maintained a structured follow-up tracker, ensuring consistent, timely touchpoints across the pipeline

Sales Representative, *SmartSource* 11/2024 – 02/2025
Beirut

- Prospected and identified high-value accounts, driving business growth through targeted outreach
- Cold called potential clients, effectively pitching digital marketing solutions to meet their business needs
- Developed and executed customized marketing campaigns that aligned with client objectives, ensuring maximum impact
- Built and maintained long-term client relationships, providing ongoing support and strategic insights.

Fleet Operations Coordinator, *Triple Five Car Rental* 10/2023 – 11/2024
Hazmieh

- Verified client identities and prepared accurate rental contracts
- Monitored and followed up on client balances and payments
- Coordinated with coworkers to manage vehicle preparation and returns post-rental
- Tracked and ensured timely renewal of vehicle insurance
- Maintained and managed petty cash, recording all transactions accurately
- Logged and monitored maintenance details for each vehicle in the fleet

Property Operational Manager, *Chez Roya* 10/2022 – 09/2024
Hybrid - Kfardebbian

- Served as the primary point of contact for clients, addressing inquiries and managing reservations
- Followed up on client payments to ensure timely transactions
- Coordinated with the chalet concierge to prepare the properties for incoming guests
- Collected and analyzed client feedback to improve service quality
- Created social media content to keep potential clients engaged

Personal Assistant 09/2020 – 01/2024
Hybrid - Furn Chebbek

- Ensured timely delivery of critical documents
- Handled confidential information with discretion and professionalism
- Liaised with clients, vendors, and other stakeholders on behalf of the executive

- Managed employees across multiple businesses, ensuring timely payment post verification of all transactions presented

EDUCATION

International Baccalaureate, *United World College Red Cross Nordic* 2018 – 2020
Norway

- Technical Skills: Customer Relationship Management, Data Entry and Reporting
- Languages: Fluent in Arabic and English (spoken and written) Intermediate in Norwegian and Spanish
- Personal: Previous member of Amnesty International, graduated from an international boarding school with peers from over 90 nationalities, fostering strong adaptability to diverse cultures

Tools

Notion - Affinity - Salesfource - ClickUp - Slack - Trello - Google Workspace - Subsbase - RemotePass - Kajabi - Descript - Figma - Kit - SamCart - ActiveCampaign - Squarespace

Courses

Fundamentals of Project Management, *Johns Hopkins University*

Al Fluency Framework & Foundations, *Anthropic*

Notion Essentials Badge, *Notion*