

Kathy Sousby



Kathy is a Virtual Assistant who provides back-office support to busy businesses. This can be organizing events and workshops, being the point of contact for diary management, invoicing, marketing, CRM management and production of materials.

Kathy is the person on the Cote team that picks up all the jobs that a business has to get done that don't need to be done by a consultant.

Examples of her work include:

- Working with Ian onsite at a law firm who were conducting a strategy review over 3 weeks, using flip charts to record the discussion, typing up the notes and helping build the final report.
- Coordinating a series of coaching calls across multiple time zones.
- Making arrangements for a drinks party.

Background

Kathy has over 15 years' experience working as a Personal Assistant, Executive Assistant, Office Manager and Practice Manager. Prior to this, she has been a Restaurant Manager, a Customer Complaint Specialist for a car firm and sales account manager for a Shellfish company exporting herrings to Uruguay and langoustines to Italy!

Before becoming freelance, Kathy spent the last ten years working with management consultants and coaches, providing administration, diary management, onsite support and just about anything else that needed doing.

Kathy loves working with small businesses and thrives on being part of a team – whether that is a team of 12 or 2

Specialist expertise

Kathy spent eight years working with Management Consultancy 7days, supporting the owner directors and consultants. She worked on projects including Virgin Media, The Guardian, Avis and Whitbread, building strong relationships with the clients and particularly their support teams. As well as being the office manager, Kathy was often seconded out to help on client site with projects, traveling to everywhere from Glasgow to Sweden to support consultants onsite.

She then spent a further four years working for an executive coach and a specialist talent expert. Part of this role involved training clients on specialist software and being the point of contact for all clients who needed help.

Kathy currently supports five consultants and coaches with everything from invoicing to sales and creation of PowerPoint presentations.