

CHELSEA JOY

ARGANBRIGHT



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Sydney, Australia

PROFESSIONAL OVERVIEW

Highly skilled and versatile Executive Assistant with experience in account, project and partnership management. Demonstrated expertise in cultivating strategic alliances with powerful HNWI's and global organisations. Leveraged exceptional networking, negotiation and relationship-building skills to transition into freelance luxury content writing and brand representation upon moving to London at the onset of the pandemic. Personally engaged businesses including HBO, CNN, AT&T, Charles Schwab and many others. Dedicated to exceptional outcomes for all parties as the vital link connecting a company with its partners and clients.

EDUCATION

Master of Urban Planning Thesis on Biophilic Nature- Integrated Design for Wellness

University of Melbourne
2013 - 2014

Bachelor of Sociology 3.8 GPA Magna cum Laude Honours

University of California, Santa Cruz
2007 - 2011

ACHIEVEMENTS

CEO Scholarship Program Perth, Australia

2015 - 2017
Competitive scholarship for ambitious women in business

JRD Group Scholarship

2014 - 2015
Scholarship for students making a social difference in their community

International Postgraduate Award

2013 - 2014
Scholarship awarded to the top 5% academically ranked incoming students at The University of Melbourne

WORK EXPERIENCE

Executive Assistant to the CEO | Luxury Content Writer

Vybrant, Verse Digital Media & Freelance, London | Feb 2020 - current

- EA for London-based HNWI, Director of Vybrant Corporate Leadership
- Acted as a liaison between the HNWI and internal/external stakeholders, ensuring seamless communication and collaboration
- Arranging complex international travel bookings including hotels, executive transport, arranging meeting venues and restaurants
- Strategic partnerships acquired through engaging via email, phone, networking events and conferences
- Coordinating and planning high-level meetings, conferences, and events, including logistics, agenda preparation, and documentation.
- Maintained confidentiality and discretion with sensitive information
- Demonstrated heightened rate of retaining existing clients, increased satisfaction and strengthening brand visibility
- Negotiating agreements and conducting market research
- Supervised and liaised with household staff, contractors, and vendors, ensuring smooth operations
- Harnessing VIP Events experience, freelanced in [luxury brand and media content creation](#) in London at the onset of the pandemic
- Crafting compelling branding and narratives for press releases, blogs, websites, awards submissions, product descriptions and marketing
- Personally secured clients: AT&T, CNN, HBO, Charles Schwab & Brabham
- Collaborated with Verse marketing team during media agency contract to ensure alignment with brand values, target audience and objectives
- Representing clients in a PR capacity and attending exclusive events and races as a press member to interview & liaise with founders, CEOs, teams and the public for purposes of feature articles and press releases
- Coordinating content calendars, editorial schedules and production timelines, ensuring timely delivery of high-quality content
- Commissioned by UK publisher Hardie Grant to interview high-profile individuals and singlehandedly write a book published August 2022

AREA OF EXPERTISE

Account Management
Media and VIP engagement
HNWI support and assistance
International diary management
Health & wellness retreat hosting
Mental health programs & classes
Crafting content for luxury brands

KEY SKILLS

Motivated mindset
Empathy & kindness
Client & VIP relations
Communication skills
Ethics & confidentiality
Managing time effectively
Working well under pressure
Collaborating within a team

VOLUNTEERING

Cinnamon Trust, London

2020 - 2022

Pet minding services for at-risk individuals during the pandemic

Solaris Cancer Care, Perth

Sir Charles Gairdner Hospital, Perth

2014 - 2016

Cancer patient reiki & wellness care

TECHNICAL SKILLS

Organisation, Accounting Communication & Marketing

SEMrush, Outlook, Xero,
ReceiptBank, Mail Chimp,
Eventbrite, Canva, Adobe Pro,
Trello, Slack, SharePoint, Teams,
Office Suite, Adobe Acrobat Pro

WORK EXPERIENCE

Executive Assistant to the CEO

Ross Taylor & Associates Architecture, Sydney | May 2017 – Feb 2020

- Supported the CEO of RTAS, prestigious architecture firm whose projects include the Sydney Opera House, Sydney Harbour Bridge and government buildings across Australia
- Stakeholder engagement including fostering partnerships and alliances with Sydney property developers, lawyers and other professionals
- Liaised with professionals in property development for major projects across Australia
- Prepared and proofread correspondence, reports, and presentations
- Accompanied the CEO to media spots alongside architectural and property site visits
- Provided personal assistance when required
- Managed arranging and furnishing CEO's property to be rental-ready
- Arranged travel bookings, reservations and ad hoc appointments
- Assisted in the management of personal and professional tasks, including documentation and personal appointments
- Conducted research and compiled information for various projects
- Provided full written and administrative support to the CEO
- Oversaw daily diary management and meeting coordination
- Prepared presentations and meeting materials as required
- Responsible for company credit card and Xero expense management
- Cultivated strong working relationships with stakeholders including esteemed architects, lawyers, engineers, developers and city council
- Utilised software tools such as Pages, Zoom, Xero and Google Suite

Executive Assistant to the CEO

Metroplan Urban Planning, Melbourne & Perth | Feb 2014 – Jan 2017

- Provided full written and administrative support to the CEO and team
- Oversaw daily diary management and meeting coordination
- Assisted with event planning and coordination, including venue selection, catering, and logistics
- Assisted in the organisation and execution of monthly board meetings and annual shareholder meetings and managing logistics
- Prepared meeting materials including board packs and presentations
- Minute taking during board meetings and other meetings as required
- Acted as central liaison and point of contact for the CEO's clients and international stakeholders
- Proofread and edited sensitive personal and professional documents
- Arranged complex international travel bookings for CEO and team
- Cultivated strong working relationships with stakeholders
- Liaised with industry professionals such as urban planners, global technology providers, environmental consultants, international property developers and lawyers
- Utilised software tools such as Zoom, Outlook and Microsoft Office
- Assisted CEO in site projects supported by my urban planning education
- Handled incoming calls, emails, and mail, responding or redirecting inquiries as necessary

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INTERESTS & PASSIONS

Italian, Germanic and British culture
Health and wellbeing retreats
Art, philosophy and live jazz
Writing books and poetry
Yoga and breathwork
Motorsport culture
Sailing and the sea
Dogs and horses

REFERENCES

Alan Sears, London

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Ross Taylor, Sydney, AU

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Bob Rogers, Melbourne

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Steve McNamara, London

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Diana Todd, Perth

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Ben Reale-Cornel, Perth

Former Ministerial Assistant | Senator
Michaelia Cash
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Amber White, San Diego

Events Director and Former Boss |
Rancho Valencia Resort & Spa
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WORK EXPERIENCE CONTINUED

VIP Events Supervisor | Exclusive Luxury HNWI & Corporate Events

Damm Fine Foods, Melbourne | Feb 2013 – Feb 2014

Rancho Valencia Resort & Spa, San Diego, California | Jan 2011 – Feb 2013

Clint Eastwood's Mission Ranch, Carmel, California | July 2009 – Jan 2011

Island Club, Naval Base Coronado, California | Jan 2007 – July 2009

- Working for Clint Eastwood at his Mission Ranch Hotel, prepared and co-managed banquets for exclusive annual events such as the Pebble Beach Golf Pro Am and Monterey Jazz Festival in Carmel
- Clients and guests included Bill Gates, Gene Wilder and Tiger Woods at Relais & Chateaux tennis resort Rancho Valencia Resort & Spa
- Planned and managed private and corporate VIP functions, ensuring seamless coordination of 5-15 staff and flawless execution of event
- Collaborated closely with clients to understand their specific requirements and create customised event experiences
- Liaised with chefs, event planners, photographers and guests to ensure the smooth running of elaborate corporate, charity & private events
- Project management, venue selection, balancing complex logistics, timeline adherence and negotiating with high-end vendors
- Conducted post-event evaluations, analysing feedback and identifying areas for improvement to refine future event experiences.
- Fostered strong relationships with discerning clients and stakeholders
- Delivered unparalleled experiences surpassing expectations

Wellness Events & Retreat Facilitator (lunchtimes & evenings)

Studio Energetics, Perth & Sydney | July 2016 to Feb 2020

- Designed, planned and executed [wellness events and retreats](#) focused on promoting holistic wellbeing and personal development
- Developed engaging and interactive workshop content, incorporating experiential activities, group discussions and educational resources
- Contracted by City of Gosnells to develop and facilitate yoga and wellness programs for community groups and disabled adults
- Tailored classes and workshops for Bankwest employees in line with "Wellbeing in the Workplace" goals and targets
- Taught gentle yoga classes for Qantas Dreamliner passengers in the Perth business class lounge prior to and post boarding
- Planned and strategised with teachers to develop engaging weekly yoga and mindfulness classes for primary schools with Yoga Zoo
- Created and facilitated bespoke yoga and energy healing wellness workshops and retreats for exclusive & private women's groups
- Weekly volunteering of Reiki energy healing for cancer patients at Solaris Cancer Care and Sir Charles Gairdner Hospital

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WORK EXPERIENCE CONTINUED

Additional Experience: Yacht Chief Stewardess & Deckhand (weekends)

Triple888 Private Yacht | May 2017 – Jan 2020

Sydney VIP Yacht Charters | May 2017 – Jan 2020

- Provided exceptional service and created memorable experiences for HNWI on his private yacht Triple888
- Stewardessed aboard three chartered luxury yachts for VIPs in the Sydney Harbour and Hawkesbury River
- Coordinated and executed on-board events, including cocktail parties, themed dinners, and special celebrations
- Collaborated with yacht crew members, vendors, and suppliers to maintain a smooth sailing experience
- Provided personalized service to guests, attending to their needs, preferences, and special requests with professionalism and discretion
- Ensured the highest standards of cleanliness and organisation were maintained throughout the yacht's interior spaces
- Assisted with deckhand duties, including mooring, anchoring, and yacht maintenance, to support the smooth operation of the yacht
- Managed inventory and ordering of supplies, including food, beverages, and guest amenities, ensuring adequate stock levels were maintained at all times