Lucie Jiráková

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Prague, Czech Republic

Executive Assistant with 6 years of experience partnering with C-suite and board-level leaders in technology and finance, with a background in luxury fashion and retail. Based in Prague and fluent in working across time zones, I protect my executives' time so they can focus on what matters most: leading and growing the business. I'm trusted with complex diaries, global travel and confidential matters, and I bring the emotional intelligence and judgement it takes to build strong relationships at every level.

Experience

May 2023 – now

Executive Assistant to the CEO, CRO & President

Ataccama Software · Prague

- Partner with the CEO, CRO and President of a global software company, managing complex calendars and priorities across 4 time zones.
- Run global travel end to end: about 40 trips a year across multiple countries, from multi-leg itineraries to agendas and expenses.
- Plan and deliver leadership offsites and executive events for up to 25 people, managing budgets, vendors and logistics.
- Own the fortnightly office hours programme that gives employees direct time with the CEO and President.
- Mentor two colleagues, helping them grow in their roles.

Jun 2022 – May 2023

Assistant to the Board of Management

Volkswagen Financial Services CZ · Prague

- Managed complex board-level calendars and prioritised internal and external commitments.
- Acted as the primary point of contact for executive leadership, handling sensitive and confidential correspondence.
- Supported directors personally, including international relocation and cross-border logistics.

Oct 2020 – Jun 2022

Assistant to the Board of Directors

TTC Holding · Prague

- Supported board-level leadership across administration, meetings and stakeholder communication.
- Planned and delivered internal events, from corporate meetings to team-building.
- Oversaw invoice approvals and financial documentation, accurately and on time.

Strengths

- Calendar & inbox strategy
- Executive communication
- Stakeholder management
- Global travel
- Events & offsites
- Cross-functional follow-up
- Vendor management & negotiation
- Workflow optimisation & AI tools

Tools

- Google Workspace
- Slack
- Zoom
- Notion
- Navan
- TravelPerk
- DocuSign
- Claude (AI)
- HTML & CSS

Languages

Czech	Native
English	Fluent

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Dec 2019 – May 2020

Buying Assistant

Debenhams · London

- Prepared materials for business and sign-off meetings, and took minutes in department meetings.
- Managed the critical path, analysing risks and forecasting changes to product delivery.
- Worked with suppliers around the world and ran competitor analyses with the planning team.

Aug 2017 – Dec 2019

Assistant Buyer

The Dune Group · London

- Worked closely with the department's buyers and oversaw performance across 14 international branches.
- Owned a small-accessories category end to end: supplier meetings, price negotiations within target margins, and presenting the full collection to department heads and the design team.
- Created the Autumn/Winter 2019 range that became the best-seller in its category and returned in new colours the following season.

Mar 2016 – Sep 2017

Senior Client Advisor

Gucci · London

- Delivered tailored service to luxury clients, regularly exceeding monthly goals and personal targets.
- Surpassed the monthly sales plan by 20% through upselling, and built a client base that kept coming back.

May 2015 – Mar 2016

Menswear Ready-to-Wear Department Manager

JOSEPH · London

- Rated best sales assistant for 9 months, then promoted to manage the department.
- Supervised the department's 15-person team.
- Delivered product training that led to a 20% improvement in company KPIs.
- Looked after VIP clients personally and maintained the client database.

Education

Front-End Engineer Career Path — 2024
Code Academy

Executive PA Course, Level 7 — 2022
Brentwood Open Learning College

Diploma in Fashion Buying & Merchandising — 2017
Fashion Retail Academy, London