

Curriculum Vitae Cynthia Blackstone



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Personal details

Name and address:	Cynthia Blackstone, Enkweg 5, 6881 LW Velp
Date and place of birth:	4 July 1968, Stolzenau, Germany
Nationality:	Dutch

Profile

I am **results-driven**, service minded and committed to **quality** and high standards. With excellent **social** and **communication** skills and a no-nonsense mentality, I am **passionate** about making a difference and adding **value** through my contributions.

Work Experience

August 2023 – present, Interim PA | &blackstone
Freelancing in high end executive support.

Assignments:

August 2025 – Present, Spencer Stuart, assistant Executive Search
Responsible for broad project management support.

May 2025 – July 2025, Amsterdamse Hogeschool voor de Kunsten, assistant Executive Board
General secretarial support of the Executive Board.

February 2025 – May 2025, PPHE, assistant Executive Vice President Operations NL & Italy
Broad secretarial support of this British EVP and also editing and translating reports, organizing meetings and events and taking minutes of meetings (in English).

June 2024 – January 2025, Spencer Stuart, assistant Executive Search
Responsible for broad project management support within financial services.

August 2023 – June 2024 – Milence, office manager
Executive support Leadership Team, organising company events, liaising with park manager and vendors, keeping office matters running smoothly.

August 2022 – August 2023, Philips, personal assistant to the President Philips Nederland

Supporting the President Philips Nederland and acting as her key partner. Coordinating day-to-day business. Calendar management, preparing and editing correspondence, reports and presentations. Close cooperation with the Brand and Communications team to prepare for external events and speaker engagements. Managing in- and external stakeholders. Log keeper crisisteam.

October 2017 – July 2022, Royal Agrifirm Group, Manager Directors' Secretariat and assistant to the CEO

Supporting the CEO and acting as his key partner. Supporting the chair of the SvB. Managing the day-to-day operations of the office, participating in projects like chairing the project 'Hybride werken @ Agrifirm', organizing company events and SvB outings. I headed the Directors' Secretariat, improved the overall quality of my team and trained my colleagues in the field of cultural change and behaviour.

March 2016 – October 2017, Radboudumc, personal assistant to the chair of the Board of Directors

My main responsibilities included: fully supporting the Chairman of the Board, planning and scheduling meetings, preparing and editing correspondence and interact with stakeholders.

2015 – 2016, YER, Senior Consultant support professionals

Advise companies on their staff requirements and provide support on the selection and recruitment of personnel.

2013 – 2015, Reaal, Manager Directors' Secretariat and assistant to the CEO

I headed the Directors' Secretariat (5 executive assistants) and improved the overall quality of the team. Assistant to the CEO.

2004 – 2013, Interim Assistants BV, owner / consultant

In 2004, I started Interim Assistants to meet the increasing demand for very experienced, flexible and highly educated secretaries. Interim Assistants worked for the government, non-profit organisations and companies. My clients included ING, Wolters Kluwer, Ernst & Young, Twynstra Gudde, OPTA and the NMA. I acted as intermediary for those regarded to be the best in their profession.

Furthermore, I provided training to support staff and coached secretaries on an individual basis for the Boston Consulting Group. At Twynstra Gudde I gave a lecture on the changing role of the secretary and the demands the current market makes on secretarial support.

2002 – 2004, Philips DAP, assistant**2002, Boston Consulting Group, executive assistant****1995 – 2001, KPN, various positions a.o.:**

1998 – 2001 assistant Executive Vice President / Member Board of Directors

Education

2021	7 habits for managers, Franklin Covey
2020 – 2021	Leadership course, Professional Executive Coaching
1993 – 1994	Schoevers executive secretary, The Hague
1991 – 1993	English Language and Literature, University of Leiden (not completed)
1988 – 1991	Interpreting/Translating course (University of Applied Sciences, Maastricht) completed first year English and Spanish
1987 – 1988	English (Taleninstituut Amsterdam)
1980 – 1986	HAVO (senior general secondary education) (KGL, Arnhem)

Other activities

2023 – present	Volunteer Voorleesexpress
2012 – 2017	Mixed Hockey Club Zutphen, captain
2008 – 2010	Mixed Hockey Club Zutphen, trainer of under 11 year olds
2008 – 2010	Walter Gillijnschool, chairperson Parent Council
2006 – 2008	Randstad Secretarieel Amersfoort, ambassador and blogger 'Secretaresseblog'

Competences

Languages: excellent command of Dutch and English, both spoken and written
Computer: excellent knowledge of MS Outlook, Sharepoint, Ibabs and OneNote

Interests

Playing golf, the Dutch National Ballet, reading