

Lindsay Mervyn

EXECUTIVE SUPPORT · OPERATIONS · FINANCIAL ADMINISTRATION

778-986-6397

linzmervyn@gmail.com

linkedin.com/in/lindsaymervyn

mervynpro.ca

Kelowna, British Columbia

Executive assistant and operations partner with more than 15 years of experience supporting senior leaders across technology, media, live events, and professional services. Combines calendar, travel, expense, and event management with a background in credit control and financial administration.

EXPERIENCE

Jun 2024 to Present

Mervyn Professional Services

Partner and Co-Founder

Canadian-based advisory practice; leads operations and client management. Current engagements:

Apr 2026 to Present

Salmon Canada

Executive Assistant to the CEO

- Calendar management
- Expense reports
- Organize team meetings
- Scheduling meetings with federal and provincial government offices for lobby days
- Booking travel

Jun 2024 to Present

Strategic Alternatives

Group Executive Assistant, part time

- Group executive assistant to the Managing Partner, Partner, Principal, and Executive in Residence, managing calendars, expense reporting, travel, and event planning.
- Schedule client meetings at DICE, GDC, and Gamescom to maximize face time with clients and prospects.
- Manage invitations, registration, and on-site support for the Game Executives Cabal (San Francisco and Europe) and Client & Friends Dinners.
- Maintain the firm's CRM in Monday.com.

May 2020 to Feb 2024

Remote

Unity Technologies

Executive Assistant

- Supported four leaders in Vancouver, San Francisco, and Orlando: the VP, Accelerate Solutions; the VP, Industry and Global Head of Delivery Studios; the Director of Industry, ATMR Studio; and the Director of Government Studio.
- Managed calendars, expense reporting, travel, and event planning across time zones.
- Planned and ran quarterly offsites end to end: hotel blocks, meeting space, catering, restaurant reservations, and daily transportation between hotel, meetings, and evening events.
- Worked closely with the Finger Food ATG CEO to integrate the team into the Unity workspace.

Jan 2019 to May 2020

Onsite, Vancouver, BC

Finger Food Advanced Technology Group

Executive Assistant

- Supported the C-level executive team with calendars, expense reporting, travel, and event planning.
- Maintained strict confidentiality while supporting the team through the acquisition.
- Personal assistant to the CEO.

May 2016 to Dec 2017

Remote, consulting for a Dubai-based publisher

ITP Media Group

Accounts Receivable Specialist, UK and Canada

- Ran credit control for up to 300 accounts: invoices, statements, collections, and legal notices.
- Resolved invoice disputes with the Sales and Production teams through compensation rather than credit notes.
- Kept management informed of high-risk, past-due, and possible legal cases.

Feb 2012 to May 2016

Onsite, Dubai, UAE

ITP Media Group

Credit Control Manager; Assistant Credit Control Manager

- Led the credit control team for the Middle East's largest publisher, with offices in the UAE, UK, and India.
- Maintained corporate credit policy and optimized the balance of sales and bad-debt losses; set monthly targets and motivated the team to meet them.
- Monitored 2,500+ accounts with a focus on high-risk, past-due, and possible legal cases; ran credit checks to establish facilities for new accounts and negotiated repayment plans with delinquent accounts.
- Managed the relationship between the sales and credit control teams, escalated legal cases to civil court with counsel, and delivered a monthly debtor report to the CFO.

Sep 2009 to Mar 2010

Onsite, Vancouver, BC

Aramark, 2010 Winter Olympic Games

Olympic Suites Catering Sales Manager, Canada Hockey Place

- Managed advance food and beverage orders for approximately 100 suites across 33 Olympic hockey games.
- Met the \$1.65M pre-Games revenue target and finished at more than \$3M in suites food and beverage sales.
- Set up accounts for all suite holders from VANOC contracts, issued menus and advance order sheets, and collected 100% pre-payment plus security deposits for game-day orders.
- Handled changes and last-minute orders during the Games, kept every department updated, and reconciled orders against bills with daily client statements.

SKILLS

Core competencies

Executive support

Calendar management

Travel management

Expense reporting

Event planning

Operations management

Credit control

Financial administration

Multi-location team support

Discretion and confidentiality

EDUCATION

Business Administration Diploma, Hospitality Management

University of British Columbia Okanagan, Kelowna

High School Diploma, with Honours

Mount Boucherie Secondary School, Kelowna

Full profile published at mervynpro.ca.