



LET'S MEET KARIN HELENE

IMAGE OF THE PROFESSION – MANAGING YOURSELF/TEMPLATES

1. Tell us about yourself (your background/journey/experience):

I am born and raised in Sweden. I have an international background and have lived in USA, Saudi Arabia, Turkey and Thailand before returning back to Sweden with my family in 2001.

I am a member of International Management Assistants (IMA) Sweden where I am the regional Chairperson in southern Sweden and in that capacity a member of the national board. I started my career as an Executive Assistant in 1987 in Saudi Arabia. I have worked as an Executive Assistant within the private sector, the Swedish government and for non-profit organisations.

Today I work as Senior Executive Assistant to the Director General at the European Spallation Source ERIC (<https://europeanspallationsource.se/>), a neutron research facility under construction in southern Sweden. I enjoy the international atmosphere with 50 nationalities working with us in Lund.

2. What inspired you to support the WASummit?

I heard through IMA about the WASummit coming to Europe and became curious. I researched the history and work that had been done over the years. I was nominated to participate by IMA Sweden's board to the WASummit in Frankfurt 2018 together with my IMA colleague Sofie Koark. It was an honour to represent Sweden at the event.

3. Which Task Force are you leading?

I am together with Vania Alessi from Italy working on the Taskforce "Managing yourself". Working on developing templates for personal development and creating a personal portfolio, self-assessment and performance appraisal with your manager both on a short term and long term. Hopefully together with the team these will be made into useful tools for the global network.

4. What do you see as the key aspects of your involvement with the WASummit?

I think it is very important for Sweden to be represented at the event and to have a voice at the table. I think it is important to try to reach as many Executive Assistants as possible to get their view on different subjects and bring to the WASummit meeting. It was inspiring working with colleagues from all over the globe and discuss the high-level aspects of our profession. Everyone attending was heard and listened to, and we all contributed during the two days with our work and many interesting discussions were held in our break-out sessions.

5. How do you plan on using your experience/platform to assist Administrators, and what would you personally like to achieve for the WASummit?

I would like to bring back the work done at the WASummit to Sweden and continue to work with these questions on a national level within the board of IMA Sweden. There is already work ongoing to include some of the work in the future strategy both on a national and regional level.

6. If there is one piece of information regarding WASummit that you want everyone to understand, what would it be?

That the WASummit is of high importance due to the global outreach that it represents. Individuals in the lead of developing and shaping our profession for the future. It was very inspiring to work with professionals from all over the globe with the same aim to excel within our profession but all working under very different conditions.

It is a global working meeting and all delegates are contributing to the outcome. I have been active in Sweden and abroad, locally, nationally and internationally, when I attended the WASummit in Frankfurt it was clear that it reached even further – this was on a global level. It was truly inspiring to meet colleagues from countries such as New Zealand, USA, Angola, Russia and many more.

One cannot emphasize enough the importance of networking within our profession.