



ALUMNUS OF THE MONTH

MAY 2025



Millie Guy

Executive Assistant at Leathwaite Human Capital

The quote I live by: ' You can't pour from an empty cup, so when you need a break - take one!'

After starting my secondary education in Southend High School for Girls I joined St Thomas More in 2013 to do my A Levels. I decided I didn't want to go to University, I took a year out and worked at a local boutique and then got my first job in London as a receptionist at Private Dr's surgery in the city! From there I took my reception skills into the advertising world and progressed into and EA. I was front of house at BMB London and shortly after that worked at Portas as a team assistant. In this role I supported the MD, Creative Director, Financial Director and Brand director with diary management, extensive travel itineraries. I reported to Mary Portas' Personal Assistant supporting her with Personal and Business duties for Mary herself as well as many other duties.

PROFILE:

NAME: Millie Guy

JOB: Executive Assistant at Leathwaite Human Capital

YEAR left STM: 2015

Went into the world of work straight from school

Due to covid I fell into Executive Search (head hunting) and would not look back! In my previous roles as Executive Assistants I have worked in a number of different firms including, Wieden+Kennedy (an independently owned advertising agency), Tin Man Communications, Swan Creative, Erevena (a global executive search firm) before landing my current job at Leathwaite Human Capital.