

CANDIDATE

Natalia Greene.

Private PA · Hartwell Group · Hiring for EA to CEO · Completed 14 April 2026



**STRONG** TOP 18%

DISPOSITION

**PROCEED** / Interview with CEO

Strong Operational EA. Handles pressure with composure. Stretch fit for Chief of Staff in 18 months.

PILLAR PERFORMANCE

DEVELOPING    COMPETENT    **STRONG**    EXCEPTIONAL

PRIORITISATION

80 **STRONG**

triaged the shareholder leak correctly  
Top **22%**

ACUITY

76 **STRONG**

read the room on confidential comms  
Top **34%**

COMMUNICATION

82 **STRONG**

register matched audience each time  
Top **14%**

EXECUTION

74 **COMPETENT**

all critical deliverables complete  
Top **41%**

+ STANDOUTS

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- 01 **Crisis read.** Identified the shareholder leak as the critical path within 4 minutes of inbox entry.
- 02 **Discretion.** Declined a lateral request in writing without escalating to the principal.
- 03 **Autonomy.** Resolved a diary conflict without consulting upstream; rationale was sound.

• FLAGS TO PROBE

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- 01 **Coverage.** Scheduling response to external counterpart did not cc the principal's EA.
- 02 **Register.** Slight overuse of declarative framing in written replies to senior stakeholders.

RECRUITER NOTE

Executive-level judgement under pressure. Prioritises with discipline, communicates with clarity, and treats discretion as a baseline rather than a skill. Ready for a high-volume, low-visibility C-suite remit.

