

chloé laurent

chloe.laurent@example.com • +32 470 12 34 56 • Brussels, Belgium

August 7, 2026

Dear Meridian & Cole team,

Managing high-profile arrivals in the European Quarter requires a specific blend of discretion, multi-language fluency, and calm front-of-house execution—qualities I have sharpened daily over three years in Brussels hospitality.

At Hotel Leopold, located in the EU Quarter, I regularly managed sensitive diplomatic and VIP delegations where confidentiality was absolute. Coordinating meeting room logistics for high-volume business clients resulted in zero double-bookings across 18 months, while handling switchboard inquiries and front-desk requests seamlessly across French, Dutch, and English. My experience also extends to core office administration, including managing scheduling workflows, vendor coordination, and supporting invoicing processes.

Supporting 25 lawyers and their corporate clients requires anticipating daily operational friction before it reaches the meeting rooms. My focus at Meridian & Cole would be maintaining an immaculate, discreet environment where daily office logistics and client receptions run with total predictability.

Kind regards,

Chloé Laurent