



CAPITAL EA



BIO - Ursula Kohler

Ursula is challenge driven, and thrives in busy environments. With over 27 years' experience as an Executive Assistant, Ursula has worked with and supported some of Australia's most recognised and rewarded individuals.

Ursula has provided crucial support to politicians, boards, government department heads and small businesses, earning a reputation for resilience and as an EA that can "handle the heat". She has an exceptional capacity for organisation, multi-tasking, and prioritising, is determined to raise the bar in providing the highest levels of customer service.

Ursula understands just how vital an effective EA can be for their manager and their organisation. She is passionate about encouraging other EAs to understand their organisation, nurture relationships in and outside the business, learn and develop, and cultivate a "can do" solution focused attitude.

Ursula coaches and mentors EAs in both the public and private sectors, she has been training EAs for over 10 years and provides tried and tested advice and techniques to help them survive and thrive in this rewarding career.

Having held many high profile executive assistant roles, Ursula is well aware of the many and often complex challenges associated with the EA position. Her prior experience enables her to bring a unique understanding of an executive's objectives, values and style, and the key criteria for the successful functioning of an executive office.

Born in Canberra, Ursula is the youngest of six children to migrant parents. Ursula has completed a Diploma of Business Management early in her career. She has lived on the Sunshine Coast and prefers Canberra (!) is married to her high-school sweet heart, she has one daughter, enjoys a cocktail or two, loves fashion and believes there's one more career in her left that hasn't been explored yet!