

Profile

An accomplished business administration graduate with extensive experience as both a personal assistant and administrator, delivering wide-ranging support including recruitment process management and organising events.

Key Achievements

- Delivered a successful recruitment interface for Somerset Council's Early Years Professional Status training programme, including booking mentors and assessors for the course.
- Organised a series of events for an emerging leaders development course, ranging from individual training days to the final awards ceremony, completing all arrangements to timescales.
- Supported the full recruitment cycle for Somerset College of Arts, working closely with external recruitment companies to ensure that all temporary roles were filled, including part-time lecturing posts.

Career History

Jun 11 to present

The Recruitment Network

Taunton

Various temporary assignments including Employment Advisor and P.A roles.

Apr 11 to Jun 11

Adecco

Bristol

Recruitment Consultant (permanent desk) – I left this role due to the cost of commuting.

Sourcing, building and developing client relationships. Attracting candidates via a wide range of media, networking, headhunting and through referrals. Screening, interviewing and understanding candidates to better match them to their desired role. Providing advice and consulting for both clients and candidates.

Jan 11 to Mar 11 – travelling in South East Asia.

Nov 09 to Jan 11

South West Strategic Health Authority

Taunton

Personal Assistant to the Associate Director of Human Resources – I was made redundant in this role.

- Planned the diary for a busy HR Director, assisting with core time management for critical tasks.
- Managed communication channels with other HR Directors to ensure that all SHA participants were kept up to date with key reports and data that needed to be disseminated.
- Developed drafts for key reports and briefing papers on behalf of the Associate Director.
- Organised numerous conferences and meetings for the Associate Director, taking full responsibility for all arrangements.

Jul 09 to Nov 09

South West Strategic Health Authority

Taunton

Maternity Cover PA to the Associate Director of Leadership (Contract)

- Arranged a variety of events for a developing leaders programme, including training days and awards ceremonies, working with Directors, emerging leaders and their associated Personal Assistants to ensure smooth delivery.

Feb 09 to Jul 09

Somerset County Council – EYPS Team

Taunton

Integrated Workforce Development Assistant (Contract)

- Delivered the recruitment interface for applicants to the Council's Early Years Professional Status training programme, including completing background checks for applicants and following up individuals by telephone to confirm their acceptance.
- Booked the mentors and assessors for the programme, recruiting them from the University of Plymouth.

Sept 08 to Jan 09

Temporary Work

Carried out a variety of temporary administrative functions upon return from travelling, including Lettings Administrator, PA, Receptionist and Data Input positions.

Jan 08 to Jun 08

Somerset College of Arts and Technology

Taunton

May 08 to Jun 08

Divisional Administrator (Contract)

- Supported the recruitment process for new students, sending out application and information packs to interested parties and following up to confirm their intentions.

Jan 08 to Apr 08

Human Resources Assistant (Contract)

- Supported the recruitment process for new staff, including part-time lecturers and administrators, including advertising, arranging interviews and providing feedback.
- Interfaced with third party recruitment organisations to ensure that all temporary worker requirements were met and managed all associated paperwork, including creating a weekly recruitment bulletin to provide accurate feedback to management.

Oct 07 to Dec 07 **Western Provident Association** **Taunton**
Policy Coordinator (Contract)

- Completed credit control checks and debtor analysis as well as general administrative support.

Feb 07 to Oct 07 **Boots Plc** **Taunton**
Area Admin Assistant – I left this role due to work dissatisfaction.

- Coordinated the diaries for 4 Area Managers in the South West region, including forward planning for travel and accommodation requirements.

Aug 06 to Jan 07 **Taunton Social Care** **Taunton**

Aug 06 to Jan 07 **Team Support Assistant (Long-Term Team) – I left this role to progress.**

- Provided reliable and accurate administrative support to 6 Social Workers, including the organisation of travel, medicals and homecare for their clients.

Sep 04 to Jul 06 **Secretary & PA (Leaving Care Team)**

- Delivered administrative support for the Leaving Care Team, the Adolescent Support Worker and acted as PA for two other senior managers.

University Work Placements

Feb 03 to Jul 03 Zenith International Bath
Jul 01 to Dec 01 Lloyds TSB Bristol
HR – Channel Support and Development Department

Education

2000 to 2004 **University of Bath – School of Management**
BSc (Hons) Business Administration (2:2)

- Qualified for Membership of The Chartered Institute of Marketing (CIM)

1992 to 2000 **Wellington School** **Wellington**

- 9 GCSEs including one A*, 5 A grades and 3 Bs
- 3 A Levels in Business Studies (A), Geography (A), Social Biology (B)
- Awarded Student of The Year for Business Studies at A Level

IT Skills

- MS Office Suite – Word, Excel, PowerPoint, Outlook and Access
- Typing speed of 70 words per minute (audio or copy)

Languages

- Competent German plus basic French and Spanish

Hobbies and Interests

- Gym, walking, running, travel, boxing, socialising and reading
- First Aid trained – St John's Ambulance
- Formally a member of the Avon and Somerset Special Constabulary