

Training / Certification

Health & Safety:

- Fire Awareness (2008)
- Fire Procedures - Appliances (2008)
- Emergency Evacuation Planning (2008)
- Fire Warden (2008)

Agresso 5.5 Accounting & Business Management solution:

- Requisitions (2009)
- GRN (Goods Received) (2009)
- New Suppliers (2009)

General Corporate:

- Diversity Awareness Training (2009)
- Customer Care & Communication (2009)

EMPLOYMENT

June 2010 – January 2012 - Acting contracts for Scottish Television,
Royal National Theatre, Royal Shakespeare Company and EON Productions

August 2008 – April 2010 NHS (NPSA) – Deputy Business & Facilities Mgr
Duties included:

- all Facilities Operations at HQ site (c280 users / c200 desks)
- day-to-day management of Facilities (Building), Reception, Security, Health & Safety Assessments, Hospitality and Maintenance
- supervision of 5 staff (permanent, temporary, external contract)
- support of planned event management via preparation of internal/external Office Environment and related Hospitality
- responsible for all internal office moves
- responsible for all non-strategic Facilities projects (both internal & external project resource)
- member of Corporate Vision & Values project team
- responsible for purchasing and supplier management for all office stationery and catering
- all Facilities Procurement (technical approval)
- emergency cover for Procurement (Agresso / new suppliers, etc)
- deputising for Facilities Manager in her absence
- Master of Ceremonies for Corporate Events (c.200 attendees)

Instilled a team culture of 'never saying no' to internal customers

Reporting to: Finance Director & Facilities Manager

Six contract extensions and excellent references

May 2008 – July 2008 Film, Theatre and Television

October 2007 – April 2008 NHS (NPSA) – Relocation Co-ordinator

Duties included:

- relocation of staff, office equipment and archives within offices
- inventory of IT equipment, re-organisation of off-site storage facilities
- aiding disposal of redundant IT equipment to third-party removers
- ad-hoc assistance to Facilities department as and when required

Six contract extensions and excellent references

June 2004 – October 2007 EMAP Communications - Asst Facilities Manager

Initially resourced via third party as temporary Postroom Manager, and then employed directly by EMAP as Assistant Facilities Manager for the EMAP *Consolidation of Premises project*. Responsible for two buildings within the project (WGSN - 150 users; EMAP Construct - 300 users)

Project duties included:

- relocation of all staff, office equipment and archives to new office
- closure of both buildings in readiness for hand-back to landlords
- on-site representative of the project - first point of contact for users
- supervision of: internal team, external removers, external archivists

Four contract extensions, and excellent references

February – May 2004 Caatalyst Profit Recovery Specialists - Recovery Support Administrator. Recovery of unclaimed duplications and credit notes. Telephone requisitions of statements. Analysis and data input

May – November 2002 Mercedes-Benz of Chelsea - Purchase Ledger Assistant. Coding, posting, reconciliation and credit control

2001 - 2002 Houses Of Parliament – Administrator.
Administration and data input for the MP staffing sector

2000 - 2001 Clay Technical Services Ltd – Accounts Administrator
Establishment of the accounts function for a small technical services business. Work involved bank reconciliation, processing of sales & purchase invoices, general administration, Bought Ledger, Sales Ledger and Credit Control

1997 - 2000 Rodney Fitch and Company - Bought Ledger Manager:
Bought Ledger

- Coded, posted and paid large volumes of project/overhead invoices
- Processed employee business expenses
- Accounted for petty cash
- Reconciled supplier statements

Job Costing

- Input and processed studio timesheets
- Distributed job reports to project managers

Sales Ledger

- Performed credit control resulting in reduced debtors payment days

1990 - 1997 Reed Employment Agency - Various administration work including long periods at The Environment Agency (I.T. Dept) and Westminster College (Enrolment and Admin). Sales rep for Videotron

1987 - 1990 Manpower Employment Agency - Various administration work including supervision of 20 administrators working on the B.P. New Issues shareholding

Computer Skills

- Agresso 5.5 Accounting & Business Management solution (Modules: Requisitions, GRN, New Supplier)
- Windows XP operating system
- Microsoft Word (30 WPM)
- Microsoft Excel
- Accounting software: Rebus and Sage 50
- Editing software: Adobe CS3 Premiere & Encore
- Drafting software: Final Draft 7.1

General Interests

Interests include: screenwriting, video-editing, theatre & cinema.
Quarter-finalist in 2008 AAA International ScreenWriting Competition
Finalist in 2010 LA Trailer Festival Competition
Voluntary work for Art of Giving charity (www.artofgiving.co.uk)

EDUCATION

1983 - 1986 Arts Educational, London:

Three year Diploma in Drama

1981 -1983 Highbury College of Technology, London:

Two year Diploma in Drama & Costume

1976 - 1980 Priory School, Portsmouth:

C.S.E. grade 1: Drama, English, History