



ABOUT ME

As I have said on my Home page, “*Just ask Julie*” is a phrase I’ve heard many times in my life from people who trust me to complete tasks on their behalf.

My business experience is as an Executive PA. Throughout my career I have always worked for entrepreneurs, ranging from sole traders and small start-up businesses where there are no titles, you do what needs to be done, through to full support to the chairman and founder of a PLC which grew from a small, London-based business to a listed multi-national organisation.

Used to wearing several hats simultaneously - marketing and communications, events management, facilities management, brand guardian, HR, Company Secretary – and as a result of my experience, I am confident in many roles. Together with commitment, energy, intelligence and enthusiasm, I can make a real difference to the growth and development of any business.

My personal experience is that of running my own household for 30 years, arranging holidays, house moves, tradesmen, refurbishments, Christmases, birthdays, parties and events along the way.

After 20 years of living in London, I travelled round the world for 15 months before settling in Bath where I have lived for 13 years. Much of my spare time is taken up with horses, or with cooking and dance, in an effort to maintain some semblance of fitness and a healthy lifestyle!

Calm, conscientious, discreet, and with a keen sense of humour - *Efficient - Professional – Reliable – Valuable*

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