

PERSONAL PROFILE

I am highly organised with a good attention to detail, the ability to prioritise workloads, and work to deadlines. Confident in building good relationships with colleagues, I have good communication skills, and am dedicated to meeting the expectations and requirements of colleagues and clients. I possess solid computer skills with excellent working knowledge of Microsoft Word, Excel, Powerpoint, with a typing speed of 70wpm. I also have a working knowledge of Zoomerang, Taleo, Adobe, and Photoshop.

SYPNOSIS OF ACHIEVEMENTS

- Creation of branded merchandise e-store.
 - Creation of regional industry events portal.
 - Creation of 8 regional (EMEA) business teams
 - The UK Business Writing College – Pass 83%
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EMPLOYMENT

Confidential LLP

PA to Partner

- Reading, monitoring, and responding to Partner's email.
- Answering calls and handling queries.
- Preparing correspondence on behalf of the Partner.
- Liaising with staff, clients, etc.
- Managing the Partner's electronic diary.
- Organising meetings; clients, and internal.
- Organising travel.
- Audio dictation; including letters, minutes, reports, presentations etc.
- Planning, organising, and managing client seminars.
- Event organisation; investigating venues for Partner, and Manager conferences, plus annual Staff Summer Ball, plus related organisation of event thereafter.
- Conducting research on the Internet.
- Preparing papers for meetings.
- Filing via document management system.
- Preparation of job specs for new vacancies, advertising on company website plus liaison with recruitment agencies.
- Assisting with Partner's private investment property portfolio.
- Assisting with Partner's private vehicle pool.

Oct 2012 to
Nov 2015

Colliers International

Business Development Co-ordinator | EMEA

- Administrating and facilitating communication and best practices within and between 8 EMEA business teams.
- Dealing with email and telephone enquiries from regional colleagues on a daily basis.
- Participating in team meetings and taking minutes.
- Managing quarterly marketing audit to ensure timely and accurate information is provided to the regional Board.
- Supporting collection of regional statistics annually and as needed throughout the year.
- Collating data on services, resources, case studies and c.v.s for use in RFIs/RFPs.
- Investigating local and European venues for business team meetings and conferences.
- Providing logistics support for corporate and industrial events including registration and attendee management, administrative support, on-site co-ordination with venue and post event follow up.
- Developing, managing and promoting generic EMEA presentation for use throughout the region, and promoting to other regions within Colliers.
- Managing and maintaining EMEA databases and informational resources.

Nov 2007 to
May 2012

Team Administrator, REPG Team | UK

- Providing secretarial support to REPG team.
- Completion a national RFI's and RFP's for submission for new business.
- Management of appointments.
- Managing travel and associated arrangements for team.

March 1998 – Nov
2007

- Setting up and maintaining filing system.

University College London	Estates and Facilities Division	1993-1997
	<ul style="list-style-type: none"> • Providing confidential and accurate secretarial support to the Head of the Department. • First point of contact for visitors and telephone calls. • Maintenance and organisation of appointments. • Liaising with senior academic staff. • Arranging national seminars held in London – booking venues, logistics for registrations. 	
Cannon Sport Club (UK) Ltd	Accounts Secretary	1990-1993
Cremer and Warner Chemical Engineers	Accounts Assistant/Receptionist	1987-1990
Cameron Taylor Partners, Civil and Structural Engineers	Junior Accounts Assistant	1987
Gravesend Insurance Brokers	Junior Insurance Clerk	1986-1987
Graham Lines Insurance Brokers	Junior Insurance Clerk	1984-1986
EDUCATION	Thamesview Secondary School, Gravesend, Kent	1979-1984
AWARDS/ QUALIFICATIONS	<ul style="list-style-type: none"> • The UK Business Writing College – Advanced Business Writing Skills; Pass 83% • Schneidegger International School of Book-Keeping; Diploma – Pass 53%. 	
PERSONAL INFORMATION	Date of Birth: 31/12/1967 Nationality: British	
INTERESTS	<ul style="list-style-type: none"> • Cooking • Reading • Walking • Gardening • Needlework 	