

Alex Ashby ACIS

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Work Experience

May 2015 to Present	Capita Company Secretarial Services, London Assistant Consultant <ul style="list-style-type: none"> • Board support including preparing Board papers, attending Board meeting, Committee meetings and AGMs to take minutes and provide corporate governance updates • Provide Company secretarial services to external client companies (Listed, Private and Overseas Companies) and to Capita Group Companies. • Assist with the production of the Annual Report and Accounts and the Notice of Annual General Meeting. Help with organisation of Annual General Meetings. • Day to day responsibilities include statutory and regulatory compliance and supporting corporate transactions and board processes • Compliance tasks include RNS announcements, Companies House filings and incorporations and maintaining registers • Assist in business development opportunities • Develop technical knowledge and practical capabilities through attendance at internal and external events including presenting technical updates.
Sep 2013 to April 2015	Law Debenture Corporation plc, London Junior Executive, LawDeb Pension Trustees <ul style="list-style-type: none"> • Work with a number of Pension schemes across various sectors, including consumer products, logistics, financial, media and telecommunications; • Trustee Effectiveness Projects. Worked on a variety of projecting designing online tools, providing analysis, written and presented reports as well as facilitating a discussions of the results. • Attend regular up to date external training for my department from lawyers, auditors, asset managers and actuaries. Completed Trustee Toolkit training. • Cover scheme secretary. Prepare meeting packs for trustee board meetings. • Monitor industry developments, case law and legislation developments and government policy changes. Provide updates to the team on legislation. • Prepare proposal documents and presentations for board evaluation and trustee effectiveness projects • Responsible for writing and delivering e-marketing newsletter for client
March 2011 to April 2015	Analyst, Law Debenture Governance Services <ul style="list-style-type: none"> • Worked on a variety of Board evaluation projects including for a number of FTSE 250 companies. Involves designing survey questions, co-ordinating with board members and company secretary, analysing results and interviews and producing final reports to board members. • Monitored industry and competitor activity, corporate governance updates and government policy changes to evaluate the impact on clients and identify opportunities and risks • Started and research projects into governance within FTSE 350 firms • Created online tool for measuring and benchmarking risk culture
Oct 2010 to March 2011	Legal Services Commission, London Caseworker in the Land Charges Department - Responsible for resolving written complaints and enquiries from recipients of Legal Aid with charges placed on their property. Liaised with conveyancing solicitors prior to transfers of proprietorship or equity.

March to Sep 2009	ACAS (Advisory, Arbitration and Conciliatory Service), London Admin for Conciliation team – Included allocating of claimant cases, data inputting via paradox, handled incoming and outgoing correspondence. Liaised closely with employment tribunals, answered queries from both parties involved in the cases and managed the transfer of cases between conciliators.
Nov 08 to Feb 09	Legal Services Commission, London Database Admin - Involved using a variety of systems including Groupwise, Excel, Access and Oracle. Liaised with solicitor's to help them resolve any problems relating to submissions.
Sep 08	AMR International Consultants, London Freelance Consultant – Worked on a project providing commercial due diligence.
Aug 07 to Feb 08	Moore Blatch Solicitors, Southampton Admin Assistant

Education

2016	ACIS – Achieved Chartered Status
2012 to 2015	ICSA CSQS – All modules completed all first time passes including 1 distinction and 1 Merit. All completed through self-study.
2009 to 2010	Msc Public Policy at University College London (UCL). Modules Taken: Research Methods, Law and Regulation, Public Management Theories, Parties+ Parliament and Policy Making, Theories and Actors of the Policy Process, Public Policy Economic Analysis.
2004 to 2007	BSc (Hons) 2.1 degree in Economics, Politics and International Studies at the University of Warwick 3rd year: Making of Economic Policy, The British Economy in the 20 th Century, Governing Britain, and International Economic Systems. 2nd year: Theories of International Relations, Politics of Contemporary China, Economics 2, Economic Statistics and Econometrics. 1st year: Economics 1, Learning French (Lower Intermediate), World Politics, Introduction to Politics, Mathematical and Statistical Techniques
1997 to 2004	Bishop Wordworth's School, Salisbury, Wiltshire <ul style="list-style-type: none"> • 4 GCE A-Levels: Economics (A), History (A), Politics (A), Mathematics (C) • 1 GCE General Studies (A) • 9 GCSEs: 3 (A*), 5 (A) & 1 (B)

IT Skills and languages

- Microsoft Office: Word, Excel, PowerPoint
- Blueprint, Boardpad, Board IQ, RNS
- French (lower intermediate)
- Chinese (beginner)

Extra-curricular activities

- Foreign languages – Currently learning Mandarin Lower Intermediate level
- Travelling – Progressed half way to joining the Traveller's Century Club
- Sports - Running, Football, Squash. Keen watcher of a variety of sports.

Personal Details

- British passport holder
- Clean UK driving licence