ISOBEL THOMAS

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■ EXPERIENCE

Operations Engineer
Dec 2023 - Mar 2024

Weald of Kent Grammar School (Temping via Office Angels)

- Responsible for the administration and **configuration** of the Finance software, **PS Financials**, increasing productivity for the Finance team and teaching staff.
- **Restructuring** the company **workflow**, ensuring **user groups** have the correct **security permissions** while maintaining **data protection**.
- Working with **Senior Management** to understand the needs of budget holders, requisitioners and department heads. My changes improved the visibility of accounts for budget holders, the purchasing process, and **data capture** for reconciliation.

Finance Assistant
Mar 2023 - Dec 2023

Weald of Kent Grammar School (Temping via Office Angels)

- This role evolved from just processing invoices to supporting the Finance Department in a variety of ways, including trips administration, creating and reviewing BACS runs, procurement, software support and **training new staff**.
- As a temporary role in a small team, it was important for me to **build rapport** and **learn quickly** in a fast paced, high pressure work environment.
- In order to **optimise technical processes**, I advocated for the adoption of more **user-friendly software** and trained staff on better computing skills to work more efficiently.

PA to Finance Director
Mar 2019 - Feb 2023

Joint Ventures in Property (JVIP) / Zico Group Ltd

- I **created and maintained a connected database** of properties, mortgages and assets, investor deals, investment payments and security information. This had an interface which, once a unique ID was entered, would **pull data from the various databases** into a single report. This **central hub for information** enabled Senior Management to make informed decisions for the business.
- I was instrumental in **setting up a CRM** for the company. I collaborated with a consultant to establish the company's **requirements for improved processes** across marketing, sales, client relations and reporting.
- In addition, my responsibilities included liaising with lenders and mortgage brokers to assist with underwriting, reporting for the CEO and CFO, property development costings and **generating quarterly reports**.

Operations Assistant
Mar 2018 - Jan 2019

London Capital & Finance (LCF)

- Daily fund sheet which imported data from a number of **CSVs** to generate reports with **Excel** to inform the CEO of the company's daily lending capacity.
- Responsible for dealing with probate when investors passed away.
- Performing daily reconciliation using **VLOOKUPs** to **maintain the integrity** of the databases.
- **Reviewing colleagues' work** to minimise errors.
- Adhering to daily **strict deadlines**.

Short Course and Assessment Administrator
Apr 2016 - Mar 2018

Hadlow College / West Kent College

Retail Assistant
May 2015 - Apr 2016

The Protein Pick & Mix

Retail Assistant / Shop Supervisor
Mar 2012 - Sep 2015

Chartwell, National Trust

■ ABOUT ME

I'm currently on a career break while I concentrate on upskilling and starting a career in Tech.

I thrive in situations where I need to problem solve in a team environment. I'm excellent at handling complex data, learning from information and revealing insights. I have exemplary organisational skills and I'm passionate about finding creative ways to improve efficiency in my work.

My hobbies include reading, walking, learning French, playing Cities: Skylines and volunteering on BorrowMyDoggy. I'm also passionate about travel, music, painting and crafts.

■ SKILLS

- Power BI (in prog.)
- PS Financials
- Python
- Pandas
- Matplotlib
- Pip
- JSON
- SQL
- MS Excel
- Git and GitHub
- Data Entry
- Data Cleaning
- Canva
- Flask
- Notion
- Trello

■ EDUCATION

Python Programming
General Assembly
May 2023 - Jul 2023

Executive PA Diploma
Pitman Training
Mar 2013 - Mar 2014
Completed advanced training in Excel and other MS Office tools, Business Communication, SAGE 50 and more.

A-Levels
Bethany School
Sep 2009 - Jul 2011

- Physics
- Media Studies
- Photography
- Drama