**CURRICULUM VITAE**

Tracy Rutter

Flat 1 Brook House

Shrewsbury Street

Glossop

SK13 7AN

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A self-motivated, confident, approachable and helpful individual with a good general education and experience of providing general administrative duties to any employer.

**Employment History**

July 2015 – Present

Door Care & Security Ltd Invoice preparation for maintenance and

86 – 88 Edward Street repair works. Calculation of Engineer’s

Glossop weekly timesheets, expenses and petrol

receipts for monthly payroll.

SK13 7AE Assist with entering Sub-Contractors invoices onto Sage. Assist with preparing

month end figures.

December 2009 – July 2015

MITIE FM Quote and job pack preparation for Client

1st Floor auditor’s monthly submission. Ensuring

Lancastrian Office Centre timesheets and purchase card materials

Talbot Road are entered correctly. Assist in reducing

Manchester M32 and controlling work in progress.

July 2001 – July 2009

Facilities Services Group Invoice preparation for high volume

Unit 9 Hampstead West maintenance and repair works.

224 Iverson Road Preparing consolidated submissions for

West Hampstead Clients and resolving queries. Ensuring

London NW6 timesheets and invoices are completed to

Client’s satisfaction and requirements.

Ensure timetabled submissions are adhered

to in order to maximise turnover and target

margins. Assist in reducing and controlling

work in progress. General admin duties.

August 1998 to July 2009

Serco Rail Property Effectively manage distribution of works

Cheadle / Harlow from Client to relevant Area Manager and produce job card on in-house system.

Ensure updates are given to Client as and when required. .Process engineer’s timesheets and sub-contractor invoices. General Admin duties

September 1994 to August 1998

Crispin & Borst Ltd Effectively manage reception and typing of

44-46 Hendon Lane contracts, letters and memos. General

London N3 admin duties.

**Qualifications**

CSE English – B RSA Typing Stage I & II – Distinction

CSE Maths – B RSA Shorthand – Pass

CSE History – B RSA Computer Literacy – Distinction

**References**

Ms Lidwine Owens Mrs Lesley Daniels

MITIE Door Care & Security

[lidwine.owens@mitie.com](mailto:lidwine.owens@mitie.com) lesley@doorcareandsecurity.co.uk