**CURRICULUM VITAE**

**Julie Spencer**

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**PERSONAL PROFILE**

18 year’s office experience, a highly-experienced EA/PA an all round office Administrator/Office Manager who has worked within a variety of industries from Engineering to I.T, Healthcare, NHS, Accountants, Rail, experience of working with highly confidential information and supporting Directors and Senior staff members daily. Looking now to secure a position where I can utilize my EA/ PA and coordinating skills.

**Employment History**

January 2019 – October 2019 Career Break

July 2018 -Dec 2018 Betchell-Interserve- PA-Team Coordinator;

Looking after Rail and Environmental Engineers, Bookings Meeting Rooms, Weekly, Monthly block bookings, Minutes and Agendas, help on project work, travel bookings, diary management.

Mar 2018 – July 2018 Ramboll- Team Coordinator -Transport & Infrastructure Team; Looking after Rail Infrastructure Engineers. New Starter Inductions, Travel Bookings, Car Hire, Room, Meeting Bookings, Agendas Meetings, Minutes Meeting, Any ad hoc jobs.

Jan 2018 – Mar 2018 HTE - PA to 4 VP’s

looking after 4 vice principals, Diary email management for all, meeting Booking, travel booking, lunch booking, facilities management.

June 2017- Dec 2017 Various Temp -PA, Admin Roles

Jan 2017- May 2017 Career Break

June 2016 – Dec 2016 Team Organiser/PA

**HS2**

* Looking After Project Director and Team Engineers
* Booking Hotel’s and Train Travel
* Room Bookings
* Car Hire
* Agenda
* Holiday Records
* New starter Inductions
* Project Support
* Document Resizing

**April 12th 2016- June 2016 PA**

**2 Sisters Food Group**

* Managing day-to-day running of the office functions.
* Proactively managing 2 diaries for finance Director and Managers, calendars and meetings for all Managers, multi-tasking to coordinate challenging schedules and pre-empting logistical and travel requirements.
* Arranging Travel for all staff within budget guidelines.
* Screening and filtering unnecessary calls for the Directors using initiative and confident decision making
* Organizing and attending monthly Directors meetings and team meetings, including sourcing and negotiating meeting rooms, organizing lunch/refreshments, producing PowerPoint presentations, minute taking often relating to operational/confidential discussions and decisions and following up actions.
* Processing expenses, credit card statements
* Providing general administrative support to the directors
* General point of contact for queries from all team and Project Managers.
* Assisting with sending out invites for Fund Raising Charity Ball

**April 2015-March 2016 Various Temp roles- Out of work whilst looking for roles.**

**PA and Admin Roles.**

**25th Nov-27th March 2015 Executive Assistant to MD**

**Extra Energy**

* Job Duties:
* Managing day-to-day running of the office functions, ability to work unsupervised
* Proactively managing 2 diaries for MD and finance manager and calendars and meetings for 5 Manager, multi-tasking to coordinate challenging schedules and pre-empting logistical and travel requirements.
* Arranging Travel for all staff within budget guidelines.
* Screening and filtering unnecessary calls for the Directors using initiative and confident decision making
* Coordinating conference calls considering various time zones
* Maintaining HR files, including holiday and sickness records for accurate information
* Organizing and attending monthly director’s meetings and team meetings, including sourcing and negotiating meeting rooms, organizing lunch/refreshments, producing PowerPoint presentations, minute taking often relating to operational/confidential discussions and decisions and following up actions.
* Processing expenses, credit card statements
* Providing general administrative support to the directors
* General point of contact for queries from all team and Project Managers.
* Arranging Company Conferences

**Jan 2014 – Oct 2014**

**During this time, I have carried out several temporary PA/ Administrative roles including: -**

NHS Microbiology Secretary

Jaguar Landover PA

Atos Database Administrator

Nexterra Office Co coordinator

**August 2013 – October 2013**

**Name of Employer Allscripts**

**Position Held: Executive Assistant**

* As an Executive Assistant I am responsible for running the Birmingham Office in relation to dealing with all enquiries, supporting the UK Directors and providing specific sales administration support to ensure that all opportunities are dealt with in a professional and responsive manner. As the Executive Assistant, I also have responsibility for the Quality Management System and ensuring that this is reflected in all processes and procedures.
* Job Duties:
* Managing day-to-day running of the office with strong initiative and ability to work unsupervised
* Proactively managing 4 diaries for best time management and maximum effectiveness, multi-tasking to coordinate challenging schedules and pre-empting logistical and travel requirements
* Arranging domestic and international travel and accommodation for the directors, international Senior Executives and resources to gain best value within budget
* Building strong working relationships and confidently communicate with people at all levels – from peers to Healthcare Professionals and Senior Executives
* Acting as first point of contact for meeting and greeting visitors, representing a friendly and professional interface of the business
* Screening and filtering unnecessary calls for the Directors using initiative and confident decision making
* Coordinating conference calls considering various time zones
* Maintaining VISA immigration files, following in-house process, using attention to detail and complying with the strict Home Office regulations
* Maintaining HR files, including holiday and sickness records for accurate information
* Organizing and attending monthly director’s meetings and team meetings, including sourcing and negotiating meeting rooms, organizing lunch/refreshments, producing PowerPoint presentations, minute taking often relating to strategic/operational/confidential discussions and decisions and following up actions
* Liaising with HR in the US and facilitating new starters including inductions, ordering business cards, name badges and IT equipment
* Coordinating and attending exhibitions/events, including rendering of stand, ordering marketing giveaways from online store, managing registrations, delegate invitations, name badges and arranging logistics within budget
* Maintaining relationships with local hotels and negotiating corporate rates.
* Processing expenses, credit card statements and invoices in a timely manner
* Providing general administrative support to the directors
* General point of contact for queries from Implementation Consultants and Project Managers
* Working alongside Managing Director and Operations Director to ensure that the UK achieves the required Quality Accreditation Certification and that this is both maintained and evidenced across the company’s processes.

RFL: - Relocation of office from Birmingham to Manchester

**September 2010 – 2013**

**Name of Employer Black & Veatch**

**Position Held: PA/Site Administrator**

* Looking after Manager/ Lead Design Engineer and 25 Engineers and any other staff that may use office or meeting rooms.
* Making sure all diaries are up to date with meetings holidays etc.
* Booking any travel accommodation for office and site visits
* Making sure all expenses are sent.
* Helping with Recruitment sourcing agencies and CV’s for Engineers, arranging interviews, filling out new starter forms.
* Making sure front of house is covered always booking visitors into office.
* Dealing with all incoming and outgoing post
* Coding Invoices
* Printing out Drawings
* PDF files
* Sending out deliveries with Couriers
* Franking post
* Ordering lunches
* Petty cash
* Booking meeting rooms
* Answering switchboard all incoming calls
* Archiving files
* Any ad hoc duties
* Booking office events
* Organizing Team meetings/Agenda’s
* Office First Aider and Fire marshal certificates for both.
* Office health and safety and environmental reports
* General management running of day to day office

Made Redundant due to office closure.

**December 2009**

**Name of Employer NHS (Mental Health) TEMP Role**

Position Held Secretary/PA

* Audio Typing/Copy Typing
* Post
* Answering Calls, Any other office duties

**August 2007 – June 2009**

**Name of Employer Rittal Ltd**

**Position Held Sales Administrator**

* Placing new orders over the phone from Customers and inputting information onto the computer
* Invoices
* Credits
* Returns
* Dealing with all incoming emails faxes
* Dealing with all incoming and outgoing post
* Ordering stationery
* Answering all incoming call’s
* Dealing with all customer queries
* Stock checking.
* Dealing with Customer complaints over the phone.
* MADE REDUNDANT DUE TO OFFICE CLOSURE

**March 07 – May 07**

**Name of Employer JBS Midlands Limited (Building Contractors)**

**Position Held Claims Administrator-Temp**

* Taking new claims from Insurance Companies the inputting new information onto G-Claim
* Arranging a surveyor to go out with the customer over the telephone
* Updating all Systems
* Putting new claims on the system
* Chasing authorization
* Liaising with the insurance companies
* Booking in the new jobs
* Sending out letters to the Policy Holders
* Requesting excess
* Dealing with other contractors to get material for jobs
* Putting wages and expenses on to an excel spreadsheet
* Sending out invoices
* Liaising with the Customers on a day to day basis making sure work is running accordingly

**EDUCATION & QUALIFICATIONS:**

Education: Colmers Farm Grant Maintained School

Qualifications Nine GCSE-s including English and Math’s

Further Education: Key Training-NVQ Level 1 & 2 in Business Administration