**Natalie Cerrone | Personal Assistant**

**Location: JLR, Midlands**

**Telephone: +7738276117**

**Email: ncerrone88@hotmail.co.uk**

Professional Background

Skilled Assistant with 6 + years of experience coordinating Office Management & special projects with a high degree of efficiency. I’m a bubbly, enthusiastic ‘doer’ who is keen to get stuck into totally varied workload. Awesome organiser who can think independently and prioritise multiple tasks to manage my time effectively. I am flexible within the working environment, with the proven ability to adapt quickly to challenging situations whilst remaining calm and focused. Able to demonstrate a mature outlook and positive while enjoying the challenge of working under pressure both independently and as part of a team. Dedicated to professional and personal development, and seeking the opportunity to apply current skills and broaden experience within a forward thinking, progressive company.

Work Experience & Career Summary

**January 2017 – Present JLR UK**

**Personal Assistant to Facilities Construction Director**

Over two years' experience working in a fast paced environment, giving executive administrative support to the Facilities Construction Director & 1st line

***Key responsibilities***

* Extensive diary & inbox management for Facilities Construction Director.
* Processing all UK & Overseas expenses.
* Coordinated multi country and complex travel arrangements for the team including flights, hotels, arrangement of Visa's, agendas / meetings.
* Coordination of all meetings with internal and external visitors.
* Coordination of interviews with external and internal candidates.
* On boarding of New Starters, on boarding plan and equipment preparations.
* Raised Shopping Carts SAP, Star Chamber requests.
* Maintaining task diary and timing plan informing Director & 1st line of key issues & tasks.
* Liaising with suppliers & Stakeholders on Directors behalf.
* Timesheet monitoring, Inc. holiday, attendance planning.
* Coordination of Town/Village Hall events, Inc. Production of high level presentations.
* Coordination & Management of departmental Holiday chart.
* Coordination of departmental overtime requests with team & finance approvers.
* Coordinate & Issue AME Safety Reports.
* Coordination & support to Reward & Recognition committee meetings.

**April 2015 – January 2017 SAIC Motor UK Technical Centre Ltd**

**Personal Assistant to Design Director**

Over one years' experience working in a fast paced environment, giving executive administrative support to the Design Director & Operations Manager, I was also heavily involved with the day to day running of the Design Studio

***Key responsibilities***

* Extensive diary management for the Design Director & Ops Manager.
* Coordinated multi country and complex travel arrangements for the team including flights, hotels, arrangement of Visa's, agendas / meetings.
* Coordination of all meetings with internal and external visitors.
* Coordination of interviews with external and internal candidates.
* On boarding of New Starters, on boarding plan and equipment preparations.
* Coordination of overseas staff transferal to the UK Design Studio.
* Collation of departmental budgets & support reviews.
* Coordination of departmental spend against budget & provide regular status reports.
* Raising purchase orders for Design studio materials.

**March 2014 – March 2015 JLR UK**

**Technical Assistant to Brakes Design Dept**

Team Assistant to Brakes Design giving administrative support to the Brakes Design Manager & 1st line

***Key responsibilities***

* Data entry & production of departmental reports using MS Excel.
* Coordinated multi country and complex travel arrangements for the team including flights, hotels, arrangement of Visa's.
* Monthly budget maintenance & submission of departmental travel for the World Wide Test Plan.
* Holiday & Sickness management.
* Producing departmental presentations using MS Word & PowerPoint.
* Checking & approving departmental expenses on Managers behalf.
* Inter-departmental communications.
* Management of office facilities.
* Organisation & Coordination of office layout/hot desking
* On boarding of New Starters, on boarding plans & equipment preparations.
* Coordination of departmental overtime requests with team & finance approvers.

**March 2008 – March 2014 Capita**

**Head Receptionist/Facilities Management**

Team Assistant/Head Receptionist to a growing Facilities Management team assisting the Regional Facilities Manager and other assistants to maintain a smooth and sleek office environment.

**Key Responsibilities**

* Reception Management Inc. Staff
* Supervision of office space/building during a 6 month absence of Facilities Manager
* Meeting & Greeting visitors of all seniority
* Answering calls & responding to all queries
* Maintenance of meeting & public areas
* Opening & distributing incoming post
* Management of a busy private car park
* Management of incoming meeting room requests. Inc. room & equipment set up
* Provide occasional overflow assistance to busy switchboard
* Provide & communicate security procedures
* Office stationary management Inc. printer maintenance
* Monitoring new starters and leavers
* Coordination and liaising with contracts regarding office maintenance
* Building access management
* H&S Inc. Meeting room facilities, floor plans, fire extinguishers, safety information updates, First Aid stocks, risk assessments, DSE assessments.
* Project Manage office moves & fitouts.

Education & qualifications

* GSCEs – A- C
* MS PowerPoint Level 1 -3 - Complete
* MS Excel Level 1-3 Complete
* City & Guilds NVQ 1-3 Business Administration

References available on request