

Keely J M Jones – Curriculum Vitae

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EXPERIENCE

PA to Head of Department – 06/2018 – Current Occupation

University of Oxford – Department of Physiology, Anatomy and Genetics

Providing high quality, highly efficient and effective administration, secretarial and projects support to the Head of Department.

- Managing the Head of Department's (HoD) diary, welcoming visitors to the HoD's office, and coordinating/organising the HoD's meetings and committee work. First point of contact for all visitors.
- Communicating on behalf of HoD to internal and external stakeholders, including dealing with highly confidential correspondence and documentation and treating it appropriately.
- Secretary to all meetings: preparing agendas, distributing papers, taking minutes.
- Full administrative support on financial matters, managing grants and tracking expenditure.
- Providing secretarial support for the HoD's research activities and teaching commitments, including: minute-taking at lab meetings; assisting to prepare and edit lecture notes and presentations; carrying out basic research and producing briefing or reports; and proof-reading research publications.
- Make UK and international travel arrangements for both HoD and visitors to the department.
- Organising high-level department-wide and smaller scale events.

PA & Research Group Administrator – 05/2016 – 06/2018

University of Oxford – Alzheimer's Research UK Oxford Drug Discovery Institute

Providing PA support to the principal scientists (Chief Scientific Officer, Head of Chemistry, Head of Biology) of the ARUK Oxford Drug Discovery Institute (ODDI), as well as administrative support to the whole ODDI research group. Key Responsibilities include:

- Secretary to the ODDI management team, acting as the first point of contact for visitors, handling correspondence, and hosting visitors when on site. Scheduling all ODDI meetings, preparing agendas, minutes and circulating actions. Managing internal and external mailing lists.
- Grants management – reporting for current project grant, managing the project budget, assembling financial costs for grant applications (Using X5 and Excel).
- In charge of planning, coordinating and overseeing arrangements for the ODDI's outreach activities, including Public engagement events, open days, donor visits, scientific meetings and conferences.
- Responsible for the organisation the ARUK ODDI seminar series (liaising with speakers nationally and internationally, designing and producing posters, and advertising the series).
- Drafting content, maintaining and updating the ODDI websites (Newt trained); drafting press releases.
- Maintaining the shared filing area and managing all documents and contracts.
- HR responsibilities: recruitment, including liaising with panel and candidates, organising internships and studentships; scheduling PDRs; assisting with occupational health, etc. (CoreHR trained).
- Financial responsibilities: ordering, invoicing and tracking all ODDI expenditure, including coordination of national and international travel arrangements, subsistence and expenses (Oracle/R12 trained).

Digital Marketing Administrator – 09/2015 – 04/2016

Oxford University Press

Employed as part of the central digital marketing team, working on marketing campaigns across many Global Academic departments within Oxford University Press (OUP). Key responsibilities included:

- Liaising with marketers across all disciplines, globally, to build and distribute all of the Press' marketing emails and newsletters (using Adestra software, HTML and CSS languages).
- Organising and scheduling marketing campaigns for the UK, Europe, USA, Asia and the Middle East, and Africa (using OUP's specialist Marketing Resource Management database).
- Using specialist software to update the OUP website (Bricolage, Alterian/ACM Smart Client, Storify

- and Star Client) and producing email alerts for OUP journals (using Bricolage and Highwire).
- Processing data, using Excel and BWP Themis, to analyse the impact of our marketing campaigns.

Lecturing Assistant (Part time) – 06/2015 – 07/2015

University College London

Designed and structured a summer school course for prospective UCL undergraduate applicants, and lead six two-hour seminars (alongside a UCL professor of Classics). Managed all organisational aspects of the course: booking rooms, creating resources and preparing A.V. equipment. After the course, I marked the essays, assisted students with independent research and university applications, spoke at a UCL careers event, and wrote an article on the project for publication in the UCL alumni newsletter.

Classics Department Waynflete Intern (Part time) – 01/2015 – 08/2015

Magdalen College School, Oxford

Teaching Latin, assisting in the classroom, preparing teaching resources. Liaising with Oxford University Lecturers to select and schedule outreach talks. Running workshops and clubs for enthusiastic/gifted pupils, and clinics/revision sessions to help pupils who are struggling to reach their target grades.

Marketing Administrator – 08/2014 – 10/2014

Oxford University Press

Working on marketing campaigns for new publications in the Academic Medicine Books department. Writing weekly marketing presentations, undertaking market research within medical fields; use of specialist software (Star Galaxy) to make updates and changes to OUP's website.

EDUCATION

MA (with Merit) – Classical Reception	09/2014 –
<i>University College London (UCL)</i>	09/2015
BA (Hons) 2:1 – Classical Civilisation & Literature, and Music (Joint Honors)	09/2011 –
<i>The University of Birmingham</i>	06/2014
Diploma – Full Stack Software Development	10/2017 –
<i>The Code Institute, Edinburgh Napier University</i>	10/2018
A-levels: Music, Psychology, Classical Civilisation, Biology	08/2010
GCSEs: 10 at A*- B, including Maths and English	08/2008
<i>St Mary Redcliffe and Temple C of E School</i>	

OTHER SKILLS, QUALIFICATIONS AND TRAINING

- Currently studying Full Stack Website development with the Code Institute. Languages and programs/software include HTML, CSS, JavaScript, JQuery, Python, Django, Git, GitHub, Ruby on Rails, Flask, MySQL, MongoDB, Cloud9 and Heruko.
- Excellent written and spoken communication skills.
- Proficient in Microsoft Office (including Excel), and in other digital software (Oracle R12, X5, CoreHR, PlanOn, Sympa/UO Mail lists, OxTalks, Newt, Symplectic, Adestra, Bricolage, Alterian/ACM Smart Client, Storify, Star Client, BWP Themis, Star Galaxy).
- Languages: English (first language), Latin, basic German, basic French – experience proof-reading and working in many languages including Arabic, Chinese, Polish and Russian.
- Outside of work, I seize the opportunity to make music – I am a singer and violinist. I sing with many choirs including Exeter College (Oxford) Chapel Choir and Christ Church Cathedral Singers. ABRSM qualifications: Grade 8 Singing, Grade 8 Violin, Grade 5 Music Theory, and Baroque violin to professional standard.