

CANDIDATE SUMMARY

Name: Kate Susanna Iddon

Date Of Birth: 25 September, 1972

Domicile: Bolton, Greater Manchester

Qualifications: 9 GCSEs, (5A, 2B, 2C
4 A-Levels (2A, B, C)
BA (Hons) II ii - French/Spanish

Current Speeds : Typing: 85+ wpm

Systems Used: Microsoft Office – Advanced Word, Excel, PowerPoint, Outlook,
Publisher, PageMaker, InterAction, Access

CURRICULUM VITAE

Personal Details

Name: **Kate Susanna Iddon**

Address: The Laurels
216 Darwen Road
Bromley Cross
Bolton BL7 9JQ

Tel: 07961 323246

Academic Qualifications

<u>Subject</u>	<u>Grade</u>	<u>Date</u>
BA (Hons) French/Spanish University of Manchester	2:2	June 1995
4 A levels	2 As (French, History), 1 B, 1 C	June 1991
9 GCSEs	5 As, 2 Bs, 2 Cs	June 1989

Employment History

April 2015 to present

School Secretary at Bolton School, Junior Boys' Division

- Dealing with daily correspondence & emails, drafting and sending letters and emails, mail merges, phone calls
- Drafting, producing and sending weekly newsletter
- Promoting school through enquiries and personal contact, touring prospective parents and pupils
- Dealing with pupils, parents and colleagues on daily basis and any requests
- Ensuring all arrangements for visitors and guests are timely, professional and welcoming
- Liaison with other sections of the Foundation
- Administration and organisation of all educational trips and visits plus all sporting fixtures
- Planning and organisation of school events eg concerts, parents' evenings, consultation evenings including catering
- Diary management
- Maintaining confidentiality at all time including use of pupil database
- Liaising with Admissions to assist in setting up and attending Open Mornings /Evenings
- Ad hoc finance tasks
- Member of PTA, organised school events and charity fundraisers.

March 2009 to September 2014 – maternity leave until my son started school & carer for mother.

October 2005 – February 2009

PA to Commercial and Business Development/Finance Directors + Heads of Communications and Commercial – Renovo Group plc, Manchester

- Providing high level PA/administrative support to 2 Executive Directors and 1 Head of department, including scheduling meetings, complex diary management, frequent international travel, organisation of numerous due diligence exercises.
- Preparation of presentation material for Board meetings and other conferences. Ad hoc minute taking during meetings.
- Interface with all staff on a regular basis and act as an information source.

- Answering routine correspondence and preparing information packs to be sent to prospective collaborators. Fielding enquiries from pharmaceutical companies, Universities and other interested parties.
- Maintaining database for Press Releases; preparation of such releases. Liaison with internal Communications team and external financial PR company including preparation of annual report, intranet and website content and maintenance. Posting of Stock Exchange announcements on RNS.
- Co-ordinating ad hoc in-house events (Christmas party, post IPO celebration event, office social committee member).
- Maintaining Business Development contacts and files as directed by the Directors and database for investors.
- Assisting with reports and information flow from external research collaborators.
- Copy and audio typing.
- Maintaining confidential company files including intellectual property, and a central file of Company confidentiality agreements.
- Purchasing and control of refreshments and kitchen consumables.
- Provide holiday/sickness secretarial cover as and when required to CEO.
- Undertaking any training or updating necessary to continue to fulfil the requirements of the post.
- Frequent personal work as required by the Directors and their spouses.

March 2004 – September 2005

Various Temporary PA assignments, Manchester, including

PA to Director/Investment Banking team, NM Rothschild & Sons Limited, Manchester
(6 month maternity cover)

PA to Managing Director and Director, Regional Affairs, Granada TV, Manchester
(3 different assignments)

PA to CEO, iSoft plc, Manchester

PA to Corporate Finance team, KPMG, Manchester

PA to Director, a2e, venture capitalist firm, Manchester

Administration Assistant, TLC Event Management, Manchester

Mar 2003 – February 2004

PA to Office Managing Partner – DLA Piper, Manchester

- Assisting with management/supervision of client relationship management process for Manchester office;
- Research into/development of target clients;
- Working on confidential/ sensitive issues; assisting with supervision of Business Development Co-ordinator;
- Providing administrative/organisational assistance to Events Executive (annual partners dinner, sportsman's' gala dinner for 250, assistance with Christmas events);
- Investigating/following through appropriate social events for clients;
- Collating information; maintaining database; administration of invitations; liaising with clients/partners throughout;
- Administering business development forum; organising meetings; preparing agendas/minutes; following up action points; providing information requested;
- Client contact at social events.
- General legal secretarial support (Commercial Property department)
- Personal work as required.

Nov 2000 – Mar 2003

PA to Managing Partner, Steptoe & Johnson, London

- Working directly with high profile Partner and associate in the Betting & Gaming department including extensive client contact;
- Marketing/PR for department and entire London office;
- Organising corporate hospitality in UK and abroad; project management of exhibitions in UK and US;
- In-house seminars/events; database maintenance; mail merges for client communications, close liaison with journalists mainly in the Betting & Gaming sector; drafting of press articles and releases; responsible for collation of sector legal directory submissions; website content and maintenance; production of PowerPoint presentations; pitches.
- Providing full PA (all personal as well as professional matters, including personal household bill payments, holiday arrangements etc) and secretarial support, diary management, UK and overseas travel.

Aug 1997 – Oct 2000

Marketing PA – Hammonds, London

- Marketing assistant/PA, working directly with/shadowing Director of Marketing of national law firm in day to day marketing activities (full marketing mix);
- Acting as his PA and providing full secretarial support.
- Extensive diary management.

- Maintaining budget/expenditure reports.

Summary of Skills

- Fluent French speaker (third year of University spent in Nice, 2 yrs living/working in law firms in Paris). Good working Spanish. Strong communicator.
- Excellent organisational/interpersonal skills; ability to deal with/achieve results from partners/staff.
- Capability to fact find; proactive self-starter; highly motivated; ability to complete tasks with consistent high standard within specified deadlines; ability to maintain confidentiality at all times, tactful and diplomatic. Flexible working attitude.
- Excellent proven IT/keyboard/administrative skills, including advanced skills on Word, Excel, PowerPoint.

References

Available on request.