

# Chelsey Whitworth

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Highly organised and competent Senior Administration Assistant with 8 years experience within varied office environments and administration functions. Within my current role of Senior Administration Assistant of two separate teams within RSM, no two days are the same - an extremely high level of attention to detail is crucial and is something I pride myself on, additionally, ensuring all Partners within the teams are as efficient and organised is a skill of upmost importance and an area of expertise I excel in.

Working under pressure, able to prioritise, multitask and think proactively is key and having these soft skills as a Senior Administration Assistant ensures tasks are completed to the highest of standard. Having worked within Administration functions for many years, and have both been part of and lead teams and I am looking to further these skills as an Office Manager to progress my career.

## Experience

### Senior Executive Assistant

**RSM UK** Preston  
October 2022 - Present

- Diary management
- Email / inbox management on behalf of Partners
- Drafting agendas / taking minutes / following up with actions to ensure completion via the use of Monday.com
- Communicating effectively to various employees of RSM including the CEO
- Lead role of various reoccurring tasks including numerous reports, mandatory and voluntary training
- Dealing with confidential information and data
- Office Manager duties
- Providing administration assistance on an ad-hoc basis when required
- Various Executive Assistant responsibilities such as expenses, travel arrangements, client visits

### Personal Assistant to COO and Board Members

**SpaMedica Ltd** Bolton  
December 2020 – October 2022

- Diary management
- Email / inbox management on behalf of COO
- Drafting agendas / taking minutes / following up with actions to ensure completion
- Producing reports and data in preparation for weekly and monthly board meetings
- CQC lead for all Northern Sites
- Dealing with confidential information and data
- Acting as office manager with regards to stock ordering, office maintenance etc.
- GDPR lead and sole processor of Medical Record Requests (SARS)
- ‘Go-to’ person for all Hospital Managers and Senior Management staff for all Operations queries
- Producing rotas for Senior Management on Call contacts
- Nominee for Office Hero of the Quarter

## **Executive Personal Assistant to Finance + Administration Director**

**ALDI Stores Ltd** Bolton  
(FTC) December 2018 – December 2020

- Assisting Financial Month-End with the F+A Director. Providing monthly cost + income reports to several departments and working closely with all Directors within the Northern Region
- Overseeing Payroll during BACs and ensuring complete accuracy
- Taking responsibility for all aspects of recruitment - preparing and holding interviews, both group and individual, screening and scoring candidates and producing contract packs
- Ensuring maximum efficiency of the F+A Directors' schedule by using Diary Management skills
- Preparing meeting agendas, committee minutes and proposals for corporate meetings
- Acting as office liaison between office staff and F+A Director
- Proof reading emails and letters, minute taking and drafting emails, documentation and memos
- Administration User for the internal e-learning portal for the Region

## **Merchandiser and Administration Assistant**

**Specsavers Opticians** Leigh  
June 2016 - December 2018

- Following strict merchandising guidelines to ensure the store is at an impeccable standard, allowing ease of customer browsing and purchases
- Completing product orders, deliveries, stock counts and providing management with cost reports
- Communicating with patients, customers, suppliers and health care providers to resolve any queries
- Using diary management skills proactively to ensure a streamlined customer journey within several clinics

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## **Education**

### **Higher National Diploma in Business Management**

**Distinction Distinction**

Wigan and Leigh College  
2009 - 2012

## **GCSE's**

**English Language - A\*, English Literature - A, Mathematics - B, 21<sup>st</sup> Century Science - BB,  
Applied Art -BC, Design and Graphic Technology - B, Physical Education - B**

Lowton High School  
2003 - 2008

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## **Skills**

- Diary Management at an Executive / Partner Level
- Knowledge of CQC processes
- Excel - CPD Certified Diploma
- Microsoft Outlook + Calendar
- Microsoft Office Packages
- SAP, IPAC, SAGE
- Calendly
- Power BI
- In house reporting systems
- 3CX

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## **References**

Available upon request