

## **Kate Baron**

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### **Profile**

I am a friendly, outgoing person who can work well to deadlines, I am very organised and methodical and can structure my time efficiently to maximise my potential. I know how to be a team player and I always go the extra mile.

### **Work History**

JD Sports Fashion Plc

#### **June 2022 – Present**

Role: PA to Group IT Director & IT Associate Directors

I moved over to the IT team within JD in June so I can progress into Project Management as well as continuing my duties as a PA to the IT team

To provide a full and efficient PA service to the IT Group Director based at Bury

#### Daily Key Tasks:

- Meeting with each Director at the start of every week to understand priorities for the coming week and support in compiling required information for various trade and other meetings, following up the required information with various departments.
- Support each Director as appropriate by researching and directing correspondence; screening and responding to e-mails; drafting letters and documents; collecting and analysing information; setting up various meetings and conference calls.
- Maintains IT Director & associate Directors diaries by planning and scheduling meetings, meeting rooms, conference calls and making appropriate arrangements for travel and hospitality.
- Tracks and ensures expenses are submitted on behalf of the group.
- Welcomes guests and customers by greeting them, in person or on the telephone, answering or directing enquiries.
- Maintains customer and employee confidence and protects operations by keeping information confidential.
- Attends various meetings as required by the Group IT Director taking minutes, distributing actions and following up on actions with relevant parties, ensuring deadlines are met.
- Prepares reports by collecting and analysing information on behalf of the Directors.
- Secures information by completing backups of electronic files.
- Provides historical reference by developing paper based and electronic filing and retrieval systems relevant to each Director, ensuring compliance with various legal and regulatory bodies.
- Book all travel for all 5 Directors and the entire IT & Projects Team
- Maintain all Barclaycard expenses and banking for each Director

JD Sports Fashion Plc  
**July 2018 – June 2022**

Role: Executive Assistant to CFO & Group Directors

9 x Directors & 5 x Non-Exec Directors

To provide a full and efficient EA service to the CFO & Group of Directors based at Bury, always delivering a high standard of work often working under pressure to tight deadlines.

Daily Key Tasks:

- Meeting with Group CFO and each Director at the start of every week to understand priorities for the coming week and support in compiling required information for various trade and other meetings, following up the required information with various departments.
- Supports CFO and each Director as appropriate by researching and directing correspondence; screening and responding to e-mails; drafting letters and documents; collecting and analysing information; setting up various meetings and conference calls.
- Maintains CFO and Directors diary by planning and scheduling meetings, meeting rooms, conference calls and making appropriate arrangements for travel and hospitality.
- Tracks and ensures expenses are submitted on behalf of the group.
- Welcomes guests and customers by greeting them, in person or on the telephone, answering or directing enquiries.
- Maintains customer and employee confidence and protects operations by keeping information confidential.
- Attends various meetings as required by the CFO, taking minutes, distributing actions and following up on actions with relevant parties, ensuring deadlines are met.
- Prepares reports by collecting and analysing information on behalf of the CFO and Directors.
- Secures information by completing backups of electronic files.
- Provides historical reference by developing paper based and electronic filing and retrieval systems relevant to CFO and each Director, ensuring compliance with various
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Assists and provides back up for the PA to the Executive Chairman as required.
- Contributes to team effort by supporting and completing other duties as required.
- Book all travel for 9 Directors, 5 Non-Executive Directors, the full Finance & HR teams
- Maintain all Barclaycard expenses and banking for each Director
- Liaising with Investors on a regular basis
- legal and regulatory bodies.

VPS UK

**March 2016 – July 2018**

Role: Executive Assistant to the UK Leadership Team (7 Directors)

To provide a full and efficient PA service to the Chadderton based senior management team, always delivering a high standard of work often working under pressure to tight deadlines.

Daily Key Tasks:

- Managing correspondence and documents; Audio and copy typing.
- Dealing with incoming/outgoing mail quickly and efficiently, using initiative to action where appropriate.
- Day-to-day management of executives' diaries; co-ordination / planning of appointments.
- Monitoring and maintenance of managers' voicemail email and post as appropriate.
- Answering and filtering telephone calls, dealing with queries and relaying accurate messages.
- Organising meetings, lunches, dinners and other business functions.
- Preparation, collation and distribution of Board, Executive, and Management Committee papers.
- Assisting in project meetings and chasing any outstanding actions.
- Minute taking on Directors/Senior Management meetings.
- Arranging travel including flights, rail tickets, car hire, hotel reservations, currency etc.
- Production of ad hoc reports/presentations (Word/Excel/Power point)
- Involved in the coordination of sensitive correspondence, reports and analysis (e.g. Budgets and confidential employee information)
- Liaising with HR, IT and Facilities to prepare for induction of new joiners.
- Facilities Manager at Head Office
- Attending seminars when necessary to assist with greeting of guests.
- Liaising with attendees re seminar details.
- Management of stocks of stationery and other office materials.
- Ensuring all filing is accurate and kept up to date.
- Archives and filing storage/retrieval
- Other administrative tasks as appropriate
- Events management – for all VPS yearly events - Various

Allied London

**October 2014 – March 2016**

Role: Office Manager & Team Secretary to all Directors

Daily Key Tasks: Office Manager/Team Secretary to all including 3 Directors of the Company, highly active diary management, minute taking, preparing meetings, lunches and conferences, typing minutes, drafting letters and reports.

Accounts Duties: Dealing with all queries, purchase ledger, data input, chasing all payments, Invoicing, liaising with tenants, preparing financial reports  
Able to use SAGE/QUBE systems

General admin duties: Dealing with all Expenses and Corporate Cards, arranging travel and accommodation for all, proofreading reports, dealing with all car parking across 5 sites & issuing all car parking contracts/Licences, dealing with active furniture removals, project management, Preparing Presentations, binding documents, Event Management, building strong relationships with staff and external shareholders/Clients, ensuring company files are maintained and accessible to all Staff.

Running the Manchester office: new employee starter set ups, Updating the workplace protocol, company Handbook, dealing with all queries for stationery, Price checks every quarter, dealing with all deliveries and answering all calls, In charge of the office Cleaners, Problems across 5 sites in Manchester, Dealing with accounts, invoices and purchase ledger queries, chase payments from Tenant rent.

ADT Workplace,

**March 2010 – September 2014**

Role: Office & Marketing Manager/Business Development Executive.

Office Manager, Key Tasks: Running the office daily, answering all calls, setting up meeting rooms for all clients & organising all conferences. General Admin duties i.e. Purchasing stationery and equipment, dealing with Deliveries & invoices, Organising of the Office Cleaners. Booking accommodation for all Directors as & when required, Diary Management, Minute Taking, Preparing Presentations and Binding documents, Writing, and completing all PQQ's and tenders. Submitted and completed all accreditations for the business. E.g., ISO9001 (achieved all three in 2010) Sales Calls & Completed full sales Lifecycle, I Attended all marketing & networking events for the Company.

Key Achievements:

- Diary Management
- Booking hotels/accommodation
- Organising Events
- Audio Typing & Minute taking
- Preparing Power Point Presentations
- Producing all the necessary documents for tender
- Help to develop a New company website
- Developed new marketing tools (The Little Black Book)
- Obtained ISO9001/14001/18001 in 2010 for ADT Workplace
- Key account management
- 50% of team's new business target

- £2.5 million refurbishment and relocation contract, largest contract

**Various Temp Roles within the NHS - Pennine Acute Trust x 4 posts as below**

**February 2008 – February 2010**

Role: Executive Assistant

**Thomas Cook Airlines**

Role: Cabin Crew

**May 2006 – January 2008**

**Swissport Groundstar Ltd**

Role: Passenger service agent

**September 2005 – May 2006**

**Servisair Globeground Ltd**

Role: Passenger service agent

**June 2005- September 2005**

**Qualifications**

- North Chadderton High School – 10 GCSE B and C
- NVQ Level 1 and 2 in Business Admin
- GNVQ Level 1 and 2 in Travel and Tourism
- APM Project Fundamentals Qualification

**Interests**

I like shopping and to socialise with Family and friends, I enjoy snowboarding and like to watch a range of sports such as Football, Moto GP and Formula1.