



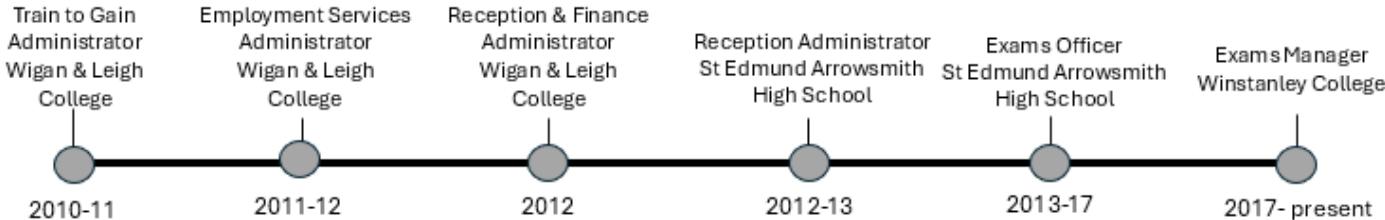
## PROFILE

Exceptional organisational and time management skills, with the ability to problem solve and prioritise tasks effectively whilst working to strict deadlines. I have a strong attention to detail, with the proven ability to exceed targets, improve functions, and introduce processes to ensure continuous high performance and delivery.

## KEY SKILLS

- Leadership and team management
- Organisation and high attention to detail
- Budget management
- Interpersonal skills
- Process improvement and operational streamlining

## EMPLOYMENT HISTORY



## CURRENT EMPLOYMENT KEY DUTIES

- Manage staff in the exams function, including co-ordinating a team of approx. 40 invigilators, ensuring all are trained and tested annually to achieve compliance with exam board regulations
- Responsible for ensuring over 2000 students are registered with the appropriate Awarding Organisation for the correct qualification and level according to their chosen courses
- Ensure that students who require special arrangements and special consideration receive appropriate support during exams and assessments, including liaising with Awarding Organisations and universities
- Manage a budget of approx. £500,000 effectively by setting financial priorities and operating to strict exam board deadlines
- Provide thorough advice and clear guidance to staff, students and parents regarding all aspects of the exams process
- Maintain and improve the exams information system to ensure the technology is used effectively and appropriately to streamline operations and improve delivery
- Compile reports and procedural information for distribution to relevant personnel or to assist with Awarding Organisation investigations

## TECHNICAL SKILLS

- Excel
- Word
- Power Point
- Publisher
- Outlook
- UNIT-e
- Cedar
- Filemaker
- SIMS

## QUALIFICATIONS

| Establishment name         | Year      | Qualification   | Awarding Body                                 |
|----------------------------|-----------|---|---|
| Wigan & Leigh College      | 2011-2019 | Business Administration NVQ 4<br>Business Administration NVQ 3<br>Business Administration NVQ 2   | Pearson<br>Pearson<br>Pearson                 |
| Deanery Sixth Form College | 2008-2010 | Public Services BTEC Level 2<br>Art & Design GCE – C  | Pearson<br>AQA                                |
| Deanery High School        | 2003-2008 | Art & Design GCSE – A<br>D&T Textiles GCSE – B<br>English Language GCSE – B<br>English Literature GCSE – B<br>Science (Double Award) GCSE – BC<br>Mathematics GCSE – C<br>Info & Comm Tech GCSE - C | AQA<br>AQA<br>AQA<br>AQA<br>OCR<br>AQA<br>AQA |

## REFERENCES

Available on request