

Stephanie Birch
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EDUCATION

September 1991 - Our Lady and St Paul's Primary School, Darnhill, Heywood.
July 1998.

September 1998 - St Joseph's Roman Catholic High School, Pot Hall, Heywood.
June 2003.

October 2004 - Bury College, Market Street, Bury.
June 2006.

QUALIFICATIONS

Science (Dual Award)	G.C.S.E	C/C
Information Technology	G.C.S.E	C
Art and Design	G.C.S.E	B
Mathematics	G.C.S.E	C
Religion	G.C.S.E	E
English Language	G.C.S.E	C
English Literature	G.C.S.E	C
Physical Education	G.C.S.E	D
Spanish	G.C.S.E	C
Accountancy	A/S	D
Biology	A/S	E

Level 1 certificate in Basic Bookkeeping 98% Distinction.

PREVIOUS EMPLOYMENT

Position: Finance
Clarke and Pulman Limited
Langley Place
Burscough Industrial Estate
Burscough
L40 8JS

Date: 11th February 2020 – current.

Duties: Daily banking, bank reconciliations, posting and allocating payments, raising invoices, payment and invoice enquiries, vat returns, submitting payroll. Use of Microsoft office, IBCOS, Xero and Sage

Position: Accounts Assistant/Financial Controller. Full time.

Signature Living Hotels Ltd & 30 James Street, Home of the Titanic
Millennium House
60 Victoria Street
Liverpool
L1 6JD

Dates: 12th January 2015 – 7th February 2020.

Duties: Cash and card reconciliation, forecasting and revenue reporting, assisting with month end and year end, assisting General Manager and Head of Departments in reporting and training, petty cash handling and reconciliation, sales ledger, processing invoices for payment, submitting payroll and payroll reporting, allocating payments, audit reporting, implementing financial procedures, general admin duties. Use of Microsoft Office, Relynx, Rota Horizon, POS systems and Sage.

Position: Accounts Assistant, Full time.

De Vere Village Urban Resorts, Bury.
Waterfold Business Park,
Rochdale Road,
Bury,
BL9 7BQ.

0161 7644444,

Dates: May 2007 – 9th January 2015.

Duties: Daily banking and reconciliation, petty cash handling, credit control, processing invoices for payment, raising invoices, allocating BACS and cheque payments, float reconciliations, audit reports, contract auditing, debt recovery over the phone, email and texts, general admin duties, upkeep of leisure members profiles on in house system, ordering stock, data entry, dealing with general office enquiries. Use of Microsoft office, in house systems, Micros and Coda Excel.

Position: Dental Nurse, Full/Part time (Temp)

D.N Fitton and B.S Wallis.
The Dental Surgery.
27 York Street,
Heywood,
Lancashire,
OL10 4NN.

(01706) 360176

Dates: October 2006 - January 2007.

Duties: Setting up the surgery for use, setting up instrument trays for treatments, making mouth rinses, completing dental charts, making moulds for dentures/bridges/crowns, holding suction for excess saliva during treatments, sterilising instruments before and after use, mixing products to be used for fillings and dentures, general cleaning after each patient, putting away stock, filling out NHS patient forms and making notes during treatments, assisting the patient and making them feel comfortable during their visit.

Position: Inbound Call Handler, Part time.

Carcraft of Rochdale.
11 Nixon Street,
Castleton,
Rochdale,
Lancashire,
OL11 3JW

Dates: February 2006 - October 2006.

Duties: Dealing with general car sales enquiries, setting up finance proposals, basic administration, meeting conversion targets.

Position: Cashier, Part time.

Stanley Bet.

10 Market Street,
Heywood,
Lancashire,
OL10 4NL.

Dates: January 2005 - February 2006.

Duties: Taking and paying of bets, cash handling, emptying game machines, entering bets onto the system.

Position: Optical Assistant. Full time.

Specsavers.

35 The Haymarket,
Millgate Shopping Centre,
Bury,
BL9 0BX.

Dates: September 2003 - December 2004.

Duties: Helping customers choose suitable frames, general reception work, data entry, answering calls and faxing, ordering stock, filing records, cash handling and till operation, booking appointments, promotions, repairs and adjustments to frames, setting up direct debits, stock take, general cleaning, use of field machines to test customers peripheral vision, teaching how to insert/remove/clean/general handling of contact lenses, dealing with general customer enquiries.

Position: Dental Nurse/Receptionist. Part time.

D.N Fitton Family Dental Practice.
19 Hornby Street,
Heywood,
Lancashire,
OL10 1AA

(Now at 27 York Street, Heywood. As shown above)

Dates: November 2002 - September 2003.

Duties: Dental Nurse, same as stated in later employment. Receptionist, dealing with telephone enquiries, booking appointments, meet and greet patients, filling in patient NHS forms, filing patients records, cash handling, preparing and posting reminders, putting away stock, general dental enquiries.

REFERENCES

Sean O'Brien.
Cluster Financial Controller.
Signature Living Hotels Ltd
Millennium House
60 Victoria Street
Liverpool
L1 6JD
07904014901

