

SUMMARY

Highly motivated and professional Governance Support Office with over 2 years of experience providing high-level support to multiple teams. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possessing exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. With a passion for well-being for employees and customers, giving them the best experience possible.

EDUCATION

Lifetime

Level 3 in Business Administration

Burnley College

Alevels in Sociology, History and Ancient History

Unity

Passed all GCSE's including Maths and English

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing events and leading on projects
- Ability to show empathy and build resilience

PROFESSIONAL EXPERIENCE

Governance Support Officer

The Calico Group | 2024 - Present

- Supporting the effective delivery of the company secretarial function, through the provision of professional and efficient Board, Committee, and governance administration services.
- Developing high quality minute-taking skills, in due course, taking responsibility for minuting Committee meetings.
- Providing high quality administrative support for governance activities and projects, such as Board member recruitment, induction, appraisal and development.

Business Administrator Apprentice

The Calico Group | 2022 - 2024

- Worked with multiple teams, including Learning and Development, Recruitment and Engagement.
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization.
- Leading of projects, such as events.
- Ability to use graphic skills to communicate with internal and external customers.
- Promoting well being packages and offering support to employees and customers.

Cleaner

Associated Cleaning Contractors | 2021 - 2022

- Worked alongside with a large team and have learnt the importance of communication.
- Ability to work with strict time deadlines, while still ensuring work is to a high standard.