



Marie Louise Bernard

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Skills

- Working relationships and negotiation skills
- Complex inbox and multi calendar management and scheduling
- Travel booking and event coordination
- Personnel management with a high level of confidentiality
- Business development and planning
- Presentation skills including intermediate knowledge of Apple Keynote
- Database management and ability to analyse information
- Proficient Mac and PC user with knowledge of Excel, Word, outlook & PowerPoint
- Report writing and industry forecasting
- Strong administrative abilities including professional minute taking

Education

Batley School of Art
Sep 2008 – June 2014

- BA Hons Fashion Top-Up Sep 12- Jun 2014
- Foundation Degree Fashion Styling and Promotion Sep 10 – May 12
- NVQ II & III Creative Techniques in Fashion Sep 08 – Jun 10

Thomas Danby College
January 2009-May 2009

- NVQIII Preparing to Teach In The Lifelong Learning Sector

Professional profile

Results-driven, ambitious and competent PA, focused on transformative leadership support and continuous improvement to drive growth and maximise profits. Tenacious executive ready to take on a challenging role, meet goals and surpass expectations.

Career summary

Nov 2022 - Present: DPD UK

(Dec 23 - present) **Secretary to Head of Transport.** All tasks as below in addition to extensive HR Support in the form of drafting all formal appeal outcomes and hearing transcripts. Creating presentations for Ops Board meetings and department budget tracking.
(Nov 22 - Dec 23) **Secretary to Regional Manager.** DPD Group Senior management support, responsible for regional coordination, scheduling and planning. Acting as the first point of contact for all enquiries and escalations, HR support in the form of manager onboarding, inductions and performance management monitoring. Disciplinary and grievance procedure management, produce high standard presentations and diary management within Google calendar, opening and responding to emails/post, accommodation booking and other day-to-day communication.

Feb 2022 – Nov 2022 Compass @ KPMG Client Support Executive

To serve as primary contact for clients booked in to use the meetings and events facilities within KPMG Leeds. Full diary and multiple inbox management. Effective interdepartmental work with catering, security and facilities to ensure smooth running of meetings and events. Professional communication both digitally and in person with all KPMG staff including directors, partners, senior partner and CEO.

Apr 2021 – Feb 2022 – Blue Apple Training Course Tutor

(12 month contract) Responsible for delivering accredited courses to upskill and support long term unemployed individuals into work. Comprehensive admin management including enrolment, marking, lesson planning and creating schemes of work in line with awarding body specifications. Attended regular team meetings and participated in continual professional development to an Ofsted standard rated outstanding.

Mar 2020 – Jun 2020 Compass @ KPMG Reservations/Client Support

This role was appointed in February 2020. To serve as primary contact for clients booked in to use the meetings and events facilities within KPMG Leeds. During social restrictions I completed online company training, regular team communication and remained available for work upon lifting of restrictions.

Mar 2018 – Mar 2020 Village Hotel South Leeds Business Club Host

Based within the business club as liaison for members and maintaining standards of the space through cleaning, stock control and general assisting. Reporting to both the sales director and Meeting & Events Operations manager I was adept at listening to, understanding and preempting the requirements of both department managers to best support members' experience and meet the hotel's expectations.

Aug 2015 – 2020 - Feral Hearts Kidswear Owner

Founded and run independent childrenswear company specialising in "new to UK" brands. All day to day running of the company responsibilities lie with myself along with buying trips, range building and market research. All product styling and product shots including editing. Sourcing, booking and coordinating shoot teams and models for lifestyle shoots are done 3-4 times a year. Basic accounting and bookkeeping along with daily cash balancing and taking forecasts.

References available upon request