

CURRICULUM VITAE

Carrie Kingston

Assistant Secretary

DATE OF BIRTH

28th March 1966

QUALIFICATIONS

- NVQ 2 Customer Services
- RSA Diploma In Business Studies

CAREER

Lockhart Garratt Ltd – Assistant Secretary	June 11 to date
Northamptonshire Schools – Receptionist/Administrator	March 08 – June 11
Associa Ltd – Customer Services Assistant	Nov 06 – March 08
Lance Sales & Marketing Ltd – Customer Relations Manager/Administrator	May 06 – Nov 06
Wilkinson Ltd – Section Team Leader / Evening Stock Supervisor	Sept 04 – May 06
BP Garage – Customer Service Assistant	May 04 – Sept 04
Full Time Mum	Aug 00 – May 04
Royston Staff Bureau – Administrator	July 94 – Aug 00
Oak Hill Theological College – Admission Officer	April 88 – June 94
Lee Abbey Conference Centre – Bookings Officer	April 87 – April 88
Walter Lawrence Project Management Ltd – Receptionist, then promoted to PA to Commercial Manager	April 05 – April 07
University College London – Office Junior, then promoted to Clerical Officer, Student Finance	July 83 – April 85

CURRENT ROLE

Assisting the Personal Assistant's in their roles.

Last updated 2nd June 2011