

CURRICULUM VITAE

Marie Allcoat

Personal Assistant/Credit Controller

DATE OF BIRTH

24th August 1973

QUALIFICATIONS

- NVQ Business Administration 1,2&3
- RSA I & II Word Processing
- RSA Audio Transcription I
- Teeline Shorthand - 50 and 60wpm
- GCSE Awards

TRAINING

- Microsoft Word, Excel, Access, PowerPoint, Publisher, Outlook Express
- Assertiveness for Women

CAREER

Lockhart Garratt Ltd – Personal Assistant/Credit Controller	2011 - Present
Lockhart Garratt Ltd – Senior Secretary	Aug 06 - 2011
Ultima Displays – Sales Administrator	Apr 06 – Aug 06
A & G S Ltd - Administration/Accounts Assistant	Jun 04 – Jan 06
Corby Chilled Distribution - Administration Supervisor	Dec 03 – Jun 04
Norcom Vehicle Remarketing -Stock & Admin Manager promoted to Office Manager	Jun 00 – Oct 03
Scottish & Newcastle Breweries – Licensing Administrator	Apr 00 – Jun 00
Northamptonshire County Council – Junior Administrator promoted to Secretary/PA role	Jul 91 – Apr 00

CURRENT ROLE

Preparation of email and letter mail merges through the use of the company contacts database.
Client and administration filing, including the creation of new client files.
Audio typing and administration of files for the Arboriculture and Ecology teams.
Preparation and administration of client invoicing, and assistance with credit control duties.
Preparation of photographic records and montages using Microsoft Publisher.

KEY PROJECTS

Symbiosis – Beeston Chilwell and Clifton

Preparation of tree schedules for each site containing up to a total of 600 trees, administration of whole project.

Document Referencing Filing System

Assistance in the design and implementation of the new company database filing system.

Last updated: 2nd June 2011