

CURRICULUM VITAE

Nicola Wilkins BA Hons

Personal Assistant/Systems Administrator

QUALIFICATIONS

Bachelor of Arts Honours degree, American Studies, University of Manchester
RSA Typing and Word Processing Skills Level 2 - Distinction

TRAINING

CIEH Health & Safety Level 2 June 2010
Fire Warden Course, Northamptonshire Fire Brigade January 2008

CAREER

Lockhart Garratt Ltd – Personal Assistant/Systems Administrator	2011 - Present
Lockhart Garratt Ltd – Senior Secretary	Nov 2007 - 2011
Taskforce Recruitment – Part time Central Services Secretary to MD & Senior Management	1999 – 2007
Newlands Centre, Kettering – Part time Secretary & Administration Officer	1997 – 1999
Career break to bring up my young family	1992 – 1997
Barclays Bank PLC – Corporate Affairs PR Manager	1988 – 1992
Knight Ridder Unicom Inc – Shipping Journalist	1986 – 1988
H Clarkson PLC – Shipbroker	1982 - 1986

CURRENT ROLE

PA and secretarial support to Senior Management from Managing Director level downwards
Systems project management
Corporate events management
Creative writing of press releases, company newsletters and other company promotional literature
Completion of tenders to a high professional standard within given deadlines
Public relations work including pro-active design and implementation of PR strategies.

KEY PROJECTS AT LOCKHART GARRATT

Company newsletter

Produce and edit annual company newsletters.

CLA Game Fair

Organisation of company involvement at annual Game Fair event, including administration, catering, logistics etc.

Company Health & Safety

Administration of company Health & Safety policies and practices, including regular liaison with external H & S consultant.

Last updated: 2nd June 2011