

## CURRICULUM VITAE

### Nicola Wilkins BA Hons

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Senior Secretary

## QUALIFICATIONS

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

## TRAINING

Fire Warden Course, Northamptonshire Fire Brigade January 2008

## CAREER

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

## CURRENT ROLE

PA and secretarial support to Senior Management from Managing Director level downwards  
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 12<sup>th</sup> August 2009