

## CURRICULUM VITAE

### **Victoria Sherbourne**

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Senior Secretary & Marketing Administrator

#### **DATE OF BIRTH**

26<sup>th</sup> July 1985

#### **QUALIFICATIONS**

- Level 2 Introductory Certificate in Marketing 2007

#### **TRAINING**

- Advanced Word 2000, *Northamptonshire Chamber*
- Minutes Made Easy, *Northamptonshire Chamber*
- Polish up your PowerPoint Presentation, *Northamptonshire Chamber*
- Basic Microsoft Access XP, *KDK Business Services Limited*
- Intermediate Microsoft Access XP, *KDK Business Services Limited*
- How to Double your Sales from Brochures, Adverts, Direct Mail and Web Pages, *Northamptonshire Chamber*
- Customer Care Course, *Sales and Management Training Services*

#### **CAREER**

<b>Lockhart Garratt Ltd</b> – Senior Secretary/Marketing Administrator	2009 - Present
<b>Lockhart Garratt Ltd</b> – Senior Secretary	2007 - 2008
<b>Lockhart Garratt Ltd</b> – Secretary/Officer Administrator	2006 - 2007
<b>Lockhart Garratt Ltd</b> – Junior Secretary	2005 - 2006

#### **MEMBERSHIP OF PROFESSIONAL BODIES**

- Studying Member of the Chartered Institute of Marketing

#### **CURRENT ROLE**

Providing John Lockhart (Chairman) with personal secretarial support

Providing administration support to many service sectors of the company including, Community, Development, Green Infrastructure, Landscaping, Minerals & Waste and Research.

Maintenance of the company database systems including client accounts, document referencing and contact details.

Administration of the company's marketing activities including mail shots, promotional material, liaison with the local press and maintenance of the company's marketing budget.

Maintenance of the company website.

## **KEY PROJECTS AT LOCKHART GARRATT**

### **Company Rebranding**

Assisted in the decision making, design and implementation phases of the new company branding in 2007.

### **Document Referencing Filing System**

Assisted in the design, build and implementation of the new company database filing system.

### **Company Contacts Database**

Lead role in creating a strategy to update all contacts stored on the company database and implementing the actions.

### **'Woodlands For Sale' Database**

Design, build and train staff members on a new company database to store and monitor information on various woodlands for sale nationwide.

### **Potential New Work Database**

Design, build, maintain and train staff members on a new company database to store and monitor information on new quotations and tenders issued.

Last updated, 9<sup>th</sup> February 2010