

HELEN GODFREY



A highly experienced all rounder with good secretarial and administrative skills along with a knowledge of accounts and payroll systems. I am a confident individual with excellent Communication and Administrative skills and strives to achieve the highest standards to any given task.

CAREER HISTORY

- Mar 04 - Ongoing** **Shepperton Clerical Services**
Own business supplying remote secretarial services to small local businesses
- Mar 02 - Mar 04** **Optimum HR Ltd, Egham**
PART TIME OFFICE MANAGER
A varied and challenging role within this small independent agency. Duties include:
- Day to day administration of the company from ordering stationery to negotiating rates with suppliers
 - Running weekly/monthly payroll using Sage payroll and completing Year End administration
 - Bought/Sales Ledger and Credit Control using Sage Accounts Line 50 and HSBC Invoice Finance
 - Dealing with all aspects of the office including financial matters in the absence of the Managing Director
 - Supervising 1 administrator
 - Producing mailshots using in-house database and Word
 - Completed a Health & Safety Procedures Manual and a Staff Handbook
 - Regularly updating candidate and job profiles on the company website and editing HTML text
 - Preparing tender presentation material.
- Apr 99 - Mar 02** **Manpower Services**
(contracted to IBM, Bedfont Lakes, Feltham)
PART TIME EXECUTIVE SECRETARY, Various Departments
- Provided backup secretarial support for Vice Presidents and Managers where their own secretaries are either sick or on holiday.
 - Whilst each position varies, one of the most important aspects of my job was to build easy working relations with all levels of IBM Management to enable ease of transition from their regular secretary to my help and support, for one off assignments and any future assignments. General day-to-day duties include:
 - Extensive communication via Lotus Notes with internal colleagues or external clients
 - Arranged internal and external flights and itineraries, using an established travel agent or through the company jet organisers
 - Prepared, cross checked and claimed expenses

- Presentation work
- Electronic diary management
- Arranged internal/external meetings, video conferences and conference calls

During the 3 years with IBM, I took 5 months out on maternity leave.

Sept 98 - April 99 Maternity Leave

Apr 96 - Aug 98 British American Tobacco, Staines

SENIOR SECRETARY, Trade Marketing

- Provided effective and efficient secretarial, administrative and organisational support for up to six Trade Marketing Managers, including prioritisation of tasks to ensure completion within the required timeframes
- Organised worldwide travel itineraries
- Ensured travelling expenses were reconciled, converted into pounds sterling and submitted
- Provided presentations for internal and external conferences
- Diary management, both electronic and paper based
- Organised ad hoc conferences both in-house and abroad
- Established and maintained a filing system
- Arranged internal and external meetings
- Created and maintained numerous worldwide databases
- Provided cover to the Head of Trade Marketing in his secretary's absence

Jan 95 - Apr 96 IMI Automotive Systems, Thorpe

SYSTEMS ADMINISTRATOR/SECRETARY

- Transferred mainframe computer User Guide information to the help facility within Windows using the Visual Basic programming tool 'Help Compiler'
- Provided first-line help desk facility
- Successful implementation of a pilot MIS package. This involved liaising closely with users and IT specialists to extract information from an AS400 system and transferred data to Powerplay software. Once in Powerplay, my responsibility was to produce various sales reports on screen to allow users to access up to date information at the click of a button
- Provided off site training in the use of portable PCs and Windows to 4 Regional Sales Managers and to supply follow up training for MS Mail and MS Office
- Secretarial and administrative support to IT Manager and 5 IT Specialists

Aug 93 - Dec 94 Parkside Recruitment Ltd, Staines

BRANCH ADMINISTRATOR/SECRETARY

- Full secretarial/administrative support to five consultants
- Kept daily correspondence files for all consultants
- Collated and sent monthly mailshots to approx. 600 clients

- Ordered and maintained stationery supplies
- Monitored telephone calls, taking messages or helping with enquiries if possible
- Responsible for petty cash
- Sent out temporary performance appraisals to clients on a weekly basis
- Logged relevant information on working candidates and clients cards
- Notified consultants of client proposal renewal dates
- Weekly backup of client database

QUALITY MANAGER (part-time)

- Updated a dormant Quality System in line with BS5750, Part II
- Successfully obtained accreditation in August 1994

May 87 - Aug 93

Alfred Marks Bureau, Staines

TEMPORARY SECRETARY

Various short term contracts. Long term contract with JP Kenny Group of Companies, Staines

Jun 86 - May 87

Testing Services International, Thorpe

OFFICE JUNIOR promoted to TYPIST

QUALIFICATIONS 3 O Levels, 3 CSEs, 5 typing exams

COURSES MS Office, Lotus Smartsuite, MS Project, Powerplay for Administrators, Dreamweaver Website Design

SEMINARS The Exceptional Assistant, Written Skills, Conference Organising, Time & Self- Management

PERSONAL British, D.O.B 27/10/69, 2 children aged 6 and 4

INTERESTS Love for animals, large or small, any shape or size, reading and walking

References Available on request