

# Naomi Bennett

M: 07903 304 304

E: mail@naomibennett.co.uk

## PERSONAL STATEMENT

- A pro-active and hardworking secretary who works with integrity. Enjoys working with the team to properly understand the undertaken. Confident to make suggestions towards tasks and find long-term solutions rather than quick fixes. Takes pride in work and thrives on doing a job properly. An Advanced Microsoft Specialist who recently received a distinction for the ILEX qualification.
- Looking for a role in order to make a significant contribution and become an integral member of a team, as well as a role that offers additional responsibilities and the opportunity put a stamp on the position and to utilise extensive ICT and organisational skills. Able to perform all the tasks required by a secretary at a high level and able to offer more than a general secretarial function.

## TRANSFERABLE SKILLS

- Excellent attention to detail.
- Excellent knowledge of Word, Excel, PowerPoint, Outlook, DocX Tools (an advanced document editing tool from Microsystems), FrontPage, Workshare Compare (document comparison software) and Rhythmyx Content Management (content management system).
- Intermediate to advanced knowledge of Publisher, Adobe Photoshop, Adobe Acrobat, Adobe Illustrator, Microsoft Visio and Adobe Dreamweaver. Quick to learn new software applications.
- Typing 75 words per minute accurately.

## WORK EXPERIENCE

### Norton Rose LLP

#### ***Secretary and acting Secretarial Coordinator***

***2007 – present***

- Administration and general secretarial support to a team of 24.
- Document creation and amendments including advanced level document formatting to house style.
- PA function for head of department and other partners, such as diary management, complex travel arrangements, meeting room bookings and cost centre administration.
- Additional tasks including research, collation of contract notices into a briefing for clients, creation and updating of pages on the Internet site and maintenance of the department Intranet site.
- Production of marketing materials including newsletters, briefings and experience statements.
- Managing the secretarial team and training and induction for new starters.
- IT support and general troubleshooting for the team.
- Member of cross-organisational project groups including secretarial competencies, employee discussion forum and co-ordinator update meetings.

### Knight Frank LLP

#### ***Office Manager***

***2006 - 2007***

- Responsible for providing detailed support to the Head of Department and two partners in this busy agency team.
- Managed the office ensuring all resources, reports and other necessary functions were completed in a timely manner.
- Oversaw a team of three secretaries on a day-to-day basis, from recruitment through to supporting and training.

## **Jones Lang LaSalle**

### ***Secretary***

**2004 - 2006**

- Secretary to two partners and 10 associates in this busy European research team.
- Responsible for completing presentations and reports and gathering data for the research publications.
- Ran the secretarial network and its intranet site.
- Managed and updated a new CMS site.

## **Saga Services Limited**

### ***PA/Secretary***

**2001 - 2004**

- PA support to the Head of Sales.
- Secretarial support to a team of 8 Operations Managers.
- Administrative support and department co-ordination.

## **VOLUNTARY POSITIONS**

### **Legal Softball League**

#### ***Website administrator***

**2009 - present**

- Publishing match results and schedules to the website.

### **London Raiders Softball Club Committee**

#### ***IT Communications Manager***

**2009 - 2011**

- Responsible for the club website, all electronic communication and ongoing maintenance of the club membership database.

#### ***Bowling League Organiser***

**2008 - 2010**

- Ran the off-season monthly bowling league for 18 teams and 108 members of the club.

## **EDUCATION**

### **Norton Rose LLP, London**

**2008 - 2009**

ILEX Accredited Secretarial Advancement Programme (ASAP) Overall Grade: Distinction

### **South Kent College, Folkestone**

**2002 – 2003**

LCCI Advanced Secretarial Diploma (level 4)

Teeline shorthand certificate

60 wpm

**Canterbury College, Canterbury**

**2000 - 2001**

NVQ3 in Business Administration

3 distinctions, 2 passes

## **ADDITIONAL TRAINING**

***Norton Rose LLP***

***2007 – present***

**Internal training including:** Top time saving tools, Write high impact publications, Write effective emails, Work-life balance - an impossible dream? We can help, Make a strong personal impact, Be an outstanding presenter, Deliver effective feedback

**Microsoft Office Specialist (MOS) Master**

**2007-2008**

Microsoft Office Specialist (MOS) 2003 Certificate in: Advanced Excel, Core Excel, Outlook, Advanced Word, PowerPoint

## **INTERESTS**

- Softball, swimming, trampolining, cycling and rollerblading.
- Reading, going to the theatre and listening to music.
- Web design and design - in my spare time I design websites, flyers and posters, greeting cards, etc.