



## **EMMA BENNETT – RÉSUMÉ**

### **Secretary, Administrator, Office Manager & Commercial Support Assistant**

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#### **Experience**

Emma has over 20 years experience within the construction industry working in both contracting and consultancy organisations in the roles of Secretary, Administrator, Office Manager and Commercial Support Assistant.

Emma's offering is the provision of administrative support services including:

- Microsoft Excel - spreadsheet and workbook creation, formatting, formula creation and checking.
- Microsoft PowerPoint - presentation creation, automation, formatting and checking.
- Microsoft Word - document creation, formatting, document checking (including spelling, grammar and legibility).
- Microsoft Publisher - creation of various types of documents, including but not limited to, Newsletters, Posters, Office Stationery, drinks vouchers, name place markers, etc., document checking and formatting.
- Design of company printed stationery, and standard forms.
- Creation and implementation of office procedures
- Credit control; chasing of payments, reporting on outstanding debts.
- Producing newsletters/brochures (based on articles provided), in line with company layouts.
- Diary management and arrangement of meetings.
- Hotel arrangements, flights and travel arrangements.

For the past 9 years Emma has successfully administered the East Midlands First Thursday Club, an informal networking club, created for the regions Construction Industry. For further information visit [www.firstthursdayclub.co.uk](http://www.firstthursdayclub.co.uk).

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#### **Recent Experience/Skills**

- Production of Scott Schedules for Dispute Resolution.
- Proof reading and checking of Adjudication documents prior to issue to the necessary parties.
- Copy, compilation and issuing of Adjudication paperwork.
- Production of simple programmes.
- Production of Company Newsletter. Format/layout to compliment companies printed stationery. Checking the wording of articles for inclusion. Insertion of suitable pictures and diagrams to create interest and compliment the article.
- Monthly invoicing based on employee's weekly timesheets, and project fee proposals/communications, and purchase invoices/employee's expenses.



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- Creation of monthly performance figures based on sales figures, and monthly purchase and labour costs.
- Managing the running of the East Midlands First Thursday Club, including membership renewal, negotiating with the venue over costs and availability. Recruiting new members; advertising; and organising of the clubs monthly events.
- Organising Raceday events for the East Midlands First Thursday Club; negotiating with the racecourse, deciding on ticket costs for sale to club members, arranging timings for the day, liaising with members and racecourse personnel to ensure the day was a success; being in attendance on the day to deal with any last minute issues.

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## Previous Employment

- Regional Administrator and Assistant to MD at Haleys Construction Consultants (2003 - 2012)
- Credit Controller at Dudley Bower Building Services (2002 - 2003)
- Office Manager (Derby Regional Office) at Rotrax Engineering Services (1998 - 2002)
- Office Manager (Industrial Flooring Division) Aitons/Prospect Engineering (1996 - 1997)
- Office Junior (through to) PA to Directors at McDonald Engineering Services (1989 - 1995)

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## Services Provided

Emma is able to provide services either from her own office, or from the offices of her clients.

With the benefit of high-speed broadband connections, Emma is able to provide an accurate and timely response to all requests, making use of up to date software and equipment; and a tried and trusted network of local suppliers.

EB Secretarial Solutions are able to provide, the following services from our offices in Derby;

- Production of Scott Schedules for Dispute Resolution.
- Proof reading and checking of Adjudication documents prior to issue to the necessary parties.
- Copy, compilation and issuing of Adjudication paperwork.
- Production of simple programmes.
- Microsoft Excel, Word, PowerPoint and Publisher – document creation, checking, and formatting.
- Design of company printed stationery, and standard forms.
- Creation and implementation of office procedures
- Producing newsletters/brochures (based on articles provided by others), in line with company layouts.
- A4 and A3 colour printing
- Document laminating all sizes catered for up to and including A2
- Document binding, either comb binding or thermal binding



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- Drawing printing and plotting
- Document filing, or compilation

EB Secretarial Solutions are also able to provide an overnight checking and formatting service. Documents received by 7pm, will be returned by 9am the following day (terms and conditions apply).

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## Fee Structures

There are many benefits to using a Freelance Administrator/Office Manager, not least of all you only pay for the time you need with flexible working arrangements. There are no hidden costs, no holiday or sick pay, no employers NIC contributions etc; just simple straightforward hourly rates.

Fee quotations are available upon request. Hourly and day rates are available and if appropriate lump sum quotations will be provided.

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## References

References can be provided upon request.

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## Contact Details

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