

GILLIAN SLATER

EXECUTIVE PROFILE

Versatile, reliable and enthusiastic individual with 5 years extensive experience in providing a professional Executive Assistant service to Senior Management. Enjoys a challenge and thrives on responsibility with the ability to remain calm and good humoured under pressure.

PERSONAL DETAILS

Address: Cochrane
Canada

Telephone: (403) 608 2457

Email: gillian.slater@shaw.ca

Age: 38

SKILLS

- High level of technical expertise.
- Excellent standards of presentation.
- Line Management proficiency.
- Multitasking (prioritising and time management).
- Interpersonal skills (friendly, helpful and approachable).
- Positive approach to change.

CAREER HISTORY

Full-Time Mum

2007 - 2009

I emigrated to Canada in 2007 where I gave birth to my daughter. When my job as a full-time mum became a part-time job as my daughter turned 2 years old, I completed the Virtual Business Startup System and founded the company **Bushmills Virtual Assistance**.

East Riding College

Executive Assistant to the Principal

September 2004 – 2007

I was promoted to the position of Executive Assistant to the Principal in September 2004 with the following additional duties to those listed in my previous role:

- To provide an efficient secretarial and administrative service for the Principal and Vice Principal, Curriculum and Quality
- To line manage the Administrative Assistant to the Principalship.
- To lead in developing secretarial standards across the College.

Executive Assistant to the Deputy Principal

August 2001 – September 2004

I was appointed to this position following my successful application for the newly appointed post at East Riding College (a Further Education College). My main duties were to:

- Provide an efficient secretarial and administrative service.
- Carry out executive assistant tasks for the Deputy Principal.
- Provide a word-processing service, taking dictation when required and ensuring the appropriate copying and distribution of documentation.
- Draft reports and letters.
- Maintain an efficient filing system (electronic and manual).
- Deal with telephone and personal communications on behalf of the Deputy Principal.
- Deal effectively with members of the public, students, governors and personnel in external organisations.
- Arrange agendas and take minutes of meetings, processing minutes.
- Book accommodation and arrange set-up for internal meetings.
- Arrange travel and accommodation for attendance at external conferences.
- Maintain the electronic diary (Outlook Express) for the Deputy Principal.

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CAREER HISTORY (continued)

The CBA Partnership Secretary

August 2000 - August 2001

Following my relocation to Beverley in 2000, I was appointed as a Secretary at a local accountancy company where my main duty was to provide secretarial support to the 4 senior partners.

Translink Administrative Assistant/Clerical Officer

August 1993 – May 2000

On completing secondary education, I was employed by the local Transport Company, Translink, where I provided a secretarial service for several District Managers based at various sites. During this time I took a Career Break and travelled to Canada to work for **Antrim Resources** as a **Secretary** from **April 1995 – August 1995** where I provided a Personal Assistant service for the President of the company.

EDUCATION

East Riding College, Beverley, **East Yorkshire 2004 – 2004**

Teaching Certificate City & Guilds 7302 Level 3

Belfast institute of Further & Higher **Education, Northern Ireland 1996 – 1997**

Word Processing RSA Stage 3 (part 1) – distinction
Text Processing RSA Stage 3 (part 2) – distinction

Belfast Model School for Girls Higher **Education, Northern Ireland 1995 – 1996**

Word Processing RSA Stage 2 (part 1) – distinction
Text Processing RSA Stage 2 (part 2) – distinction

Belfast Model School for Girls, Northern **Ireland 1983 – 1988**

O'LEVEL English (B)
Commerce (B)

GCSE English (C)
Mathematics (D)

CSE General English (1)
English Literature (2)
Mathematics (2)
French (3)

RSA Word Processing Stage 1 – distinction
Typewriting Stage 3 – distinction
Audio Typing Stage 2 – pass
Shorthand (90wpm) – distinction

ADDITIONAL INFORMATION

- I have held a clean driving licence for 20 years.
- My interests revolve around physical activities such as walking my two dogs and going to the gym/running after my 2 year old daughter!
- I have been married to my husband, Martin, for 11 years.

REFERENCES

1 Mr Derek Branton
Principal & Chief Executive
East Riding College

Email: derek.branton@eastridingcollege.ac.uk

2 Mrs Anne Stainthorp

Email: anne@jashford.plus.com