

An active, helpful person with a creative, positive outlook. With wide and varied transferable skills I adapt to each environment and have a reputation for being polite, friendly and reliable with a strong work ethic and high standards of integrity

EXPERIENCE

Receptionist Administrator: Various ad-hoc work for KPI Recruitment Agency January 2023 - Present

The roles for the following clients - Audi: Stoke, Stafford and Crewe, Dairyfields Crewe, Land-rover Stafford, JT Blakemans, Newcastle - required the flexibility to pick up the duties quickly.

Self Employed: VIP Pet Care 2018 - Present

Providing an exclusive pet boarding and home-sitting service to look after a wide variety of animals.

Self Employed: Viva Ukulele 2017 - 2021

Running group classes, individual coaching as well as building my own websites and setting up online courses to teach the ukulele.

Front of House Staff: Roaches Tea Rooms – 2017

Part of a friendly team responsible for all aspects of the day-to-day running of a busy restaurant.

Learning Support Assistant: Newcastle-under-Lyme College – 2012 to 2016

Providing academic and pastoral support to students with disabilities such as Asperger's Syndrome, hearing impairments and Autistic Spectrum Disorder enabling them to successfully progress beyond college.

Machinist: Avalon Blinds, Stoke-on-Trent - 2011-2012

Involved in the production and quality control of window blinds manufactured for both private and corporate clients.

Lecturer in Media and Photography: Stoke-on-Trent College, Burslem Campus - 2006-2010

Course Team Leader responsible for the delivery of graphics, art, film production and photography including key skills subjects, to students aged 14+.

Carer: Self Employed, Stoke-on-Trent - 2005-2007

Provide assistance to elderly clients ensuring their home environments are clean and safe and the clients are happy and comfortable.

Full-Time Student: Stoke-on-Trent College, Burslem - 2003-2005

After my son was born in early 2003, I chose to pursue a different career and engaged in the study of the theoretical, practical and technical subjects for the HND in Media & Photography.

Secretary: Britannia Building Society, Leek - 2002-2003

High-level administrative support to IT Director during the implementation of a new computer system.

Housekeeper: Mr and Mrs Williams, Buckinghamshire - 2001-2002

Responsible for the health and welfare of 2 school age children and the smooth day-to-day running of a 6 bedroom family home.

Store Manager: The Holiday Shoppe, San Francisco, USA - 1999-2001

Responsible for 2 busy all-year-round Christmas retail stores and 3 staff members.

Personal Assistant: Lehman Brothers Inc., London - 1997-1999

High-level secretarial support for investment bankers of the intensive and pressurized mergers and acquisitions section for the financial institution take-over and buyouts sector.

EDUCATION AND TRAINING

Simply Changing Ltd	Post Graduate Diploma in Performance Coaching	2016
Newcastle-under-Lyme College	British Sign Language - Introduction	2012
Staffordshire University	University Certificate in Counselling	2011
Staffordshire University	PTLLS	2010
City & Guilds	Level 2 Certificate in Adult Literacy	2009
Staffordshire University	Introduction to Counselling Skills	2009
Stoke-on-Trent College	Neuro-linguistic Programming Practitioner	2009
Education Welfare Society	Child Protection Training Level 1	2006
British Computer Society BCS	Level 1 EDCL	2005
Staffordshire University	HND Media and Photography	2005
NatWest Bank plc	CPD in Microsoft Office Suite Personal Development Programme	1995-99
Maryhill 6th Form	Diploma In Administration	1985
Maryhill Comprehensive School	GCE: Maths English Literature English Language Physics French Art	1984

REFERENCES & TESTIMONIALS

Pet Care Business Testimonials:

<https://www.stephaniepriest.com/petcare/>

Other references available

DISCLOSURE AND BARRING SERVICE

I hold a clear Enhanced DBS Certificate

HOBBIES AND INTERESTS

Amongst many things like dressing up for themed events - like the Rocky Horror Show - and watching classic films, playing the ukulele and sampling food festivals, I love to travel and go camping.

Over the years my son and I have undertaken some BIG road trips around the UK. From around the south of England taking in places like Stonehenge and the New Forest to the very top of Scotland! It's hard to beat eating a 'Full Scottish' breakfast whilst looking out over the blustery North Sea.

My son has now grown up and out of holidays with his mum but, I've continued travelling, myself and my trusty car, Kevin the Mondeo have wandered happily around the UK! These trips also provide great opportunities for indulging in one of my other interests, photography.