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O 'Level      English / English Literature  
                  Biology  
                  Art  
                  Business Studies

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**March 2015 – current Senior Manager**

Independent Company based in Kensington: Varied developments in Chelsea / Kensington and Notting Hill. Numerous properties in Portobello Road and Westbourne Grove, some commercial units.

All day to day management, including budgets, Company House documentation, pre-sale enquiries, LTA applications, S20 Consultation Procedures for major works both internal and external.

Communication and management of development staff including residential caretakers. Liaison with Landlords, RTMs, Freeholders, Leaseholders, Accountants and Solicitors on a daily basis. Building and associated insurances. 60 Units.

**Jan 2012 – Feb 2015 Senior Manager**

A similar role to the above, Fulham, Chelsea, South Kensington areas. App 55 Units of various sizes.

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*Due to a motor vehicle accident in Europe I took some time out from end 2010.*

**Sept 2009 – Oct 2010**

Commenced to set up Residential Block Management System implementing computerised management system, all associated management of properties. Sourcing and presenting for new business. Resigned due to accident.

**Feb 2005 - Sept 2009**

Residential Property Manager.

Day to day management of varied developments and estates as above roles.

**1993 – 2005**

Having commenced as PA to the Proprietor

I worked through residential lettings, property management and sales departments becoming office manager. The Company was sold and re-branded. I re-branded other units, made a number of acquisitions. A number of ARLA and NAEA courses undertaken. Attended AGMs and meetings as Landlord proxy regarding managed flats.

**1991-1993**

**PA to Head of Estate Management.**

Full PA duties, including and assisting with land and farm acquisitions, quotas, schedules and herd management.

I moved to London from Gloucestershire when I got married and no reside in Cheam.

A confident and enthusiastic manager with much varied experience to offer, happy to be hands on and work independently or in a team. Excellent administration skills, face to face liaison across the board, excellent communicator across the board with contractors, leaseholders, freeholders, professional bodies and site staff.

Any information prior to the above available on request.

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