

Gill McConnell

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PROFILE

Professional and highly organized **Personal Assistant /PA**. Efficiently supports manager and office activities. Communicates confidently and effectively at all levels; demonstrates initiative and confidentiality both independently and within a team environment.

KEY SKILLS

- Consistent ability to meet deadlines and prioritize whilst maintaining high standards.
- Proactive and tenacious approach to projects and challenges. Adept problem-solver.
- Excellent written English, with experience in copy writing and Standard Operating Procedures.
- Computer literate, Windows, MS Office (Word, PowerPoint, Excel, Access, Publisher). Internet

CAREER SUMMARY

Sanofi Synthélabo Ltd

1997 to present

Ninth largest European pharmaceutical company following recent merger with Sanofi-Winthrop.

Personal Assistant/Conference Coordinator reporting to Marketing and Sales Director. Providing confidential PA and secretarial service to main board director. Responsible for venue search and organisation of national and international conferences: Co-management of budget in excess of £300k

- Organised conferences and ad-hoc meetings to meet company objectives.
- Implemented use of database for conference documentation and records leading to greater efficiency.
- Encouraged communication within administration and support team resulting in improved performance.
- Instigated use of data projectors for professional presentation of corporate image and cost savings.
- Undertook ad-hoc assignments and projects thereby assisting Director in effective time management.
- Delegated appropriately to develop team member's contribution and improve productivity of department.

Harrison and Sons Ltd – Security Printers

1987 – 1997

Major international printer of: banknotes, bonds, passports and postage stamps.

Personal Assistant to Sales and Marketing Director initially employed on a part-time basis as Secretary reporting to Production Manager; several promotions until appointment to Personal Assistant in 1990 (full-time).

- Copy writing and preparation of Standard Operating Procedures contributing to company's successful accreditation ISO 9002.
- Organisation and hosting of visits by important visitors, promoting positive corporate image.
- Implementation of effective system for tracking valuable artwork to meet stringent security requirements.
- Acting as intermediary between customer and internal departments to ensure quality customer service.
- Providing PA and secretarial support for director, maintaining discretion and strict confidentiality in particularly sensitive situations.

EARLIER CAREER

1972 – 1987

Market Researcher – Granada Television Ltd (London)

PA to Product Manager – Ortholt Pharmaceuticals Ltd (now Jansten Realage)

- Use of market research data to calculate speculative advertising campaigns.
- Presentation of research conclusions and recommendations to advertising companies.

EDUCATION

OND Business Studies; 3 'A' Levels, RSA Typewriting Intermediate, Advanced (Dist)
7 'O' Levels Maidenhead High School for Girls

PERSONAL DETAILS

Driving: Full clean licence