

CURRICULUM VITAE

Karen Reding

2 Breck Road,
Norwich, NR7 9HR
Home: (01603) 442231
Mobile: 07734431234
e-mail: karenreding@hotmail.co.uk

My previous employment has given me diverse learning opportunities that I have enjoyed, and I have also gained a wide range of experience working in busy environments that are focused on goals, confidentiality, keeping to tight deadlines and my decision making skills. I have also benefited from the experiences I have gained while doing social/support work. During my spare time I help organise events for the local community and volunteer for various organisations.

Career History:

Future Red, Norwich (Oct 2010 – Present)

Internet Marketing and Promotion

Work involves promotion and affiliate content management, marketing, utilising social networks, newsletter and website maintenance for clients and accounts work.

Allied Healthcare and Affinity Trust, Norwich (March 2012 – Present)

Care/Support Worker

Work at AH involved assisting the elderly and adults with learning disabilities. For AT I support and assist adults with learning disabilities and challenging behaviours.

John Innes Centre, Norwich (January 2008 – June 2012)

PA/Administrator, Molecular Microbiology Department

Main work involved PA duties and administration support to the Head of Department and seven Project Leaders. General secretarial duties, departmental seminar and awayday organisation, and internet website management.

Self-Employment, Norwich (April 2007 – January 2011)

Internet Marketing and Promotion

Work carried out for clients involved making sure content on a website was updated, affiliate management, marketing, utilising social networks, public relations and customer support.

Wilco Motor Spares, Norwich (April 2005 – March 2007)

Personal Assistant (New position opened within the company)

Varied confidential secretarial duties to the three directors of the K.J Shortis group. Duties involved work such as letters, invoicing, boardroom preparation for meetings and creating promotional material for the five companies that K. J Shortis Ltd incorporated (Wilco Motor Spares Ltd, Wilco Motosave, Fastfit Exhausts Ltd, EU Ltd and Linco Plc).

Abbotts Country Houses, Norwich (February 2004 – March 2005)

Personal Assistant / Secretary

Administrative duties to the Country House Office and secretarial duties to both the branch and regional manager. Archiving, data entry, audio typing, preparing newspaper advertising and computer literacy skills (including Microsoft products and learning to use new company software).

William H Brown, Norwich (July 2002 – February 2004)

Administrator

Reception, customer relations, administration, secretarial duties to both local and divisional managers, invoicing, banking, archiving, data entry, audio typing and computer literacy skills (including Microsoft, Lotus notes and company software).

St Gregory's Gift Shop, Norwich (July 2001 – Sept 2001)

Shop Manager

Administrative work, organising staff, locating stockists. Employed following previous volunteer work done for the Gift Shop.

Jarrold Stationers, Norwich (Oct 1998 – July 2001)

Sales Advisor

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Qualifications and training:

Chrysalis. Integrated Advanced Diploma in Psychotherapeutic Counselling (2012 – 2015)

Affinity Trust Training. Fire Awareness, Autistic Spectrum Disorders, Health and Safety, Equality and Diversity, Medication Administration, First Aid, Moving and Handling.

Jarrold Training. PA/Executive Assistant, Business Writing Skills and Minute Taking.

First Aid at Work Standard Course Valid from 4th June 2009 – 3rd June 2012

School of Art and Design (BA (Hons), Visual Studies) – Norwich 1999 – 2002

- ◆ Event Organisation
- ◆ Contextual and Theoretical Studies
- ◆ Computer Skills
- ◆ Power Point Presentations

City College (Advanced GNVQ, Art & Design) – Norwich 1997 – 1999

- ◆ Art and Design
- ◆ Computer Studies
- ◆ Contextual Studies
- ◆ Numeracy & Communication

Hethersett High School (GCSE) – Norwich 1993 – 1997

- ◆ Art & Design A*
- ◆ English Language B
- ◆ English Literature B
- ◆ Maths B
- ◆ Double Award Science BB
- ◆ History B
- ◆ Music B
- ◆ Psychology B
- ◆ French C

Personal Details:

I enjoy organising events for the local community and I am involved with the organisation of the Heartsease Funday, which last took place on Saturday 1st September. I am also training to be an independent visitor for Action For Children and this year I started doing a three year (part-time, home study) advanced diploma course in Psychotherapeutic Counselling.

Driving License: Full
Date of Birth: 15th August 1981

References:

Affinity Trust Crome House 231 St. Faiths Road Norwich NR6 7AP	Prof. Ray Dixon Head of Department Molecular Microbiology John Innes Centre Norwich Research Park Norwich NR4 7UH	Frank Reding Future Red, Digital Media Platforms 2 Breck Road Norwich NR7 9HR
(01603) 400321	(01603) 450719	(01603) 442231