

PROFESSIONAL BACKGROUND AND EXPERIENCE

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My first full time employment was with the Ordnance Survey. I worked as Team Support for Promotions from 1996 until 1999. Within this time, I provided administrative support for the entire team and gained the foundations of personal assistant work.

I left Ordnance Survey to start working as a Personal Assistant to the Trades Manager at HSBC. This role was far more demanding and fulfilling. My responsibilities included managing the diary, scheduling meetings then taking the minutes and distributing them afterwards. I would also then ensure all actions would be undertaken within timescale. Day to day tasks would also include data entry and emails actioned and referred where necessary.

2004 to 2010 saw me taking a career break to marry and start a family. However, it was within this timescale that my husband opened a car sales business which took off rapidly demanding I take an active role within the company. I would arrange safe collection and payment of all cars purchased. I was also responsible for the banking. Along side this I also took care of the filing and recording of expenses.

At the beginning of this year, 2018, I started my own small personal dog walking business. I am a true animal lover and thoroughly enjoy it. I have gained enough clients for this to class as part time work and now intend not to expand any further as I will be running this alongside my new role within Faye Hammond Consultancy.