

Helen Harley

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An experienced high level Executive Assistant who is organised, articulate, autonomous and creative. Helen is a quick thinker with lots of common sense. She has a flair for design and layout and a high level of accuracy. An outgoing personality, Helen interacts with colleagues with ease.

Helen also offers advanced computer skills. A dynamic web designer, an innovative application developer and efficient project manager, she is an all-rounder with that rare blend of creative and technical ability. Experienced in the broadcast news and media sectors. A great writer of technical documentation that the 'Average Joe' can understand.

EMPLOYMENT HISTORY

MEDIA 219 LTD

Company Director / Personal Assistant / Web Designer

2012 to Current

- In charge of credit control - sent out invoices and chased debts.
- Reconciled the accounts for VAT and Year End. Proficient in Quickbooks.
- Wrote letters and quotes for projects.
- Provided efficient, confidential administrative and secretarial support to the other Director including managing the diary and stationery stocks.
- Managed the Web Hosting calendar and ensured domains and hosting were renewed when required.
- Created a Quiz Website for Lockdown Quizzes with the aim of setting up a business. Both Dominic Holland (Comedian and Spiderman's Dad) and Paul Sinha (Comedian and Chaser from the ITV show The Chase) featured as Guest Hosts.
- Designed and created websites for various clients including a holistic therapy provider, some media companies and a Bahamas based company with holiday rentals.
- Created an upload and secure area website in PHP and MySQL for our clients to access files and videos for viewing and sign off.

DIGITAL DOMAIN TECHNOLOGIES LTD

Web Designer / Application Developer (redundancy)

2005 to 2012

- Developed very large scale global applications for the BBC in support of a 15,000 journalist community operating in a 24/7 operation.
- Developed Quickfire, the BBC News flagship Text Filing Tool which had 15000 users.
- Developed Warp, a BBC application that sources wires in a wide range of formats and improves field workers' ability to stay in touch with BBC Headquarters.
- Developed Rose, a BBC application that sources running order information from the desktop application using macros and saves to a SQL Database for viewing on a web based application available to journalists in the field. Managed the project – overseeing the budget and time management.
- Designed and created a Dashboard for an automated audio transfer system for the BBC along with producing the best instruction manual the Client had ever seen from a Contractor.
- Gained experience of working in an Agile environment, developing software products and working in small team environments (typically 3-10 people).
- Developed Caffi, a Wordpress based system for sports commentators which was MVC
- Produced detailed technical reports, documents and manuals for use by various departments.

BRITISH BROADCASTING CORPORATION

PA to Head of Transmission and Distribution – BBC World Service

2004 to 2005

- Supported a number of Project teams with the running and management of the Transmission projects.
- Provided efficient, confidential administrative and secretarial support to the Head of Transmission and Distribution.
- Managed the financial recording process for all the Transmission and Distribution projects.
- Arranged and attended meetings, provided minute taking, booked venues and ensured events ran smoothly.
- Provided effective compilation of staff resource allocation, producing monthly reports and feedback to management.
- Co-ordinated an office move for a team of 35 people from one building to another.

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PA to Chief Financial Officer - BBC Technology Ltd

2003 to 2004

- Provided efficient, confidential administrative and secretarial support to the Chief Financial Officer and the Head of Supplier Management and the Controller – Planning and Organisation. Wrote letters, memos and emails as required.
- Effective diary management including organising of travel and hotel accommodation for all three bosses.
- Managed the Monthly Team Brief – updated the intranet, sent out emails to the staff who briefed teams and collected and collated feedback. Also ensured answers were provided for questions, issues and comments raised by staff.
- Booked venues and arranged and attended large meetings; ensured they ran smoothly.

PA to the Head of Internal Communication - BBC

2002 to 2003

- Provided efficient, confidential administrative and secretarial support to the Head of the Department and the IC team.
- Effective diary management included organising of travel and hotel accommodation for both the Head of the Department and the IC Partner for M&C and HRIC.
- Managed the send out of a monthly climate survey to 2000 members of staff and collated the results for feedback to the Executive Committee.
- Provided valuable first point of contact on the phone and for visitors.
- Arranged and attended meetings, provided minute taking, booked venues and ensured events ran smoothly.

AMANHA LTD

Own Business offering project/administration consultancy – dissolved 2010

Managing Director

2001 to 2010

- Provided consultancy to a number of clients including those listed below.
- Managed the business day-to-day running – credit control, invoicing, payroll and expenses, marketing and legal requirements.
- Designed the corporate identity and website.

Digital Domain Technologies Ltd – Administration Consultant

- Provided IT Project Support where required.
- Managed the company's financial administration using Sage Line50 – credit control, VAT and expenses documentation and Year End.
- Provided letter writing, marketing documents and task organisation services.

Stuart Brown Partnership - Project Consultant

- Provided advice and support to departments within a large financial trading client and a large pharmaceutical company regarding their filing and storage requirements for relocation to new premises.
- Liaised with clients on the progress of the projects.
- Produced reports on the most satisfactory ways to ensure departments were satisfied and could realise all their filing requirements.
- Provided invoice processing while Company Secretary was on long-term sick leave.

TOP HAT COMPUTING LTD

IT Support Company providing assistance to blue chip clients including a major broadcasting corporation and Liberty Media, 20 employees – liquidated January 2001.

Managing Director's Executive Assistant

1998 to 2001

- Involved with a high profile online project for one of the company's biggest broadcasting clients.
- Project management to ensure Y2K compliance that the same broadcasting corporation was undertaking.
- Took minutes at external and internal meetings.
- Managed the marketing of the company and reworked the website, marketing pack and company logo.
- Part of the Board of Management and provided strategic development.
- Took control of the company finances – looked after creditors and debtors and day-to-day dealings with the Bank.
- Composed tender documents and quotes for prospective customers as well as writing policies and guidance notes to assist in running the business.
- In charge of the Personnel and recruitment of new starters for the company.
- Provided secretarial services for the MD and the admin team - writing letters, replying and sorting emails, phone-calls, diary management, arranged and attended meetings, expense claims, etc.

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PREVIOUS EXPERIENCE

Woolworths – Personal Assistant to the Public Relations Team, Sanders and Sidney - Resource Centre PA/Administrator. London Examinations Board - PA to Senior Subject Officer (Administration). Ministry of Agriculture, Fisheries and Food - Executive Officer (TP), Administration Officer, Administration Assistant. Clerical work for employment agencies - companies worked for: Prudential Insurance, British Gas, Roche Pharmaceuticals, Alexander Stenhouse, ICL and SmithKline/Beecham

EDUCATION

HND Ceramics	West Glamorgan Institute of Higher Education
ND Design	Hertfordshire College of Art and Design
'O' Levels	Chancellors School
RSA Typing and Word-processing	St Albans Secretarial School

INTERESTS

Research: Genealogy Fanatic - gone back over 13 generations and still no skeletons!
Films and TV: Scifi, Musicals, B-Movies and War Films. Collector of cult kids TV programmes
Singing: Member of a local choir

ADDITIONAL INFORMATION

Nationality: British
References: Available on Request