

# Kathy Perkin

Pemberley, Dynas-la Road, The Belyars, St. Ives, Cornwall, TR26 2BU  
Mobile: 07809 701580 / Email: [kathyperkin@hotmail.com](mailto:kathyperkin@hotmail.com)

A personable, proactive individual with extensive experience in Personal Assistant and Administrative related procedures. Possesses excellent interpersonal, communication and organisational skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of a team as well as working solely with minimum supervision and thrives in challenging working environments. Takes pride in the efficiency and presentation of completed work and is eager to continually broaden experience and skills base.

## CAREER SUMMARY:

**Research Support Assistant – Royal Cornwall Hospital** : Jan. 2014 to present:-

- Project amendments to spreadsheets and databases and set up new research study folders.
- Research Governance checks on studies and advise on the status of projects and possible barriers.
- Maintaining a generic email account; booking rooms and catering and dealing with general enquiries.

**Recruitment Assistant – Royal Cornwall Hospital** : (Dec. 2013 – Jan. 2014)

- Supporting the Senior Recruitment Team; arranging interviews; requesting/recording employment checks.
- Accurate recording and filing of electronic and hard copy data, data input and dealing with enquiries.

**PA to Head of Features & Senior Producers, BBC Bristol.** (FTC : Sept. '13 to Dec. 2013)

- Complex diary/in-box management; organising /minuting meetings and chasing programme schedules.
- Organisation of travel itineraries, overseeing office equipment and analysing viewing figures/trends.
- Coordinating various events and responsibility for booking/running of department meeting room.
- Researching information for programme shoots, organising promotion clips and PowerPoint presentations.
- Liaising with TV Presenters, Channel Commissioners/Controllers re. meetings and circulation of information.

**Assistant to Head of Information Governance – Royal Cornwall Hospital.** (Aug. '13)

- First contact point for Freedom on Information Requests and monitoring of generic email account.
- Researched and obtained data for Freedom of Information Request responses within legal deadline.

**PA to Designated Nurse for Children In Care – Royal Cornwall Hospital.** (Dec. '12 – July '13)

- Diary and in-box management; compiling agendas and arranging/minuting meetings.
- Organising health assessments and accurately recording patient information on database systems.
- Maintaining a reliable electronic and paper filing system for use by the whole department.
- Assisting with recruitment, departmental inductions, new starter packs and keeping of Staff Records.

**PA & HR Assistant to Senior Therapy Managers – Royal Cornwall Hospital.** (Aug. '10 – Nov. '12)

- Organising/overseeing Interviews, Inductions, Training, Grievances, Maternity Issues and staff lockers.
- Processing overtime/expense forms, maintaining staff files and assisting Divisional Director as required.
- Coordinating maintenance of equipment and general smooth running of the office.

**Short-Term Assignments/Contracts between Aug. '07 – Aug '10 : -**

- *EA to Head of Healthcare, Industry and Innovation* : *Royal Cornwall Hospital*
- *EA to Director of Human Resources* : *Royal Cornwall Hospital*
- *Production Coordinator* : *Spider Eye Productions*
- *PA to Director and Head of Administration* : *Hall for Cornwall Theatre*

**Project Assistant – Cornwall Film.** (Sept. '05 – July '07)

- Focal point for all enquiries and liaising with local talent with regards local opportunities and networking.
- Accurately evidencing and filing of paperwork and implementing new systems ie. Talent Database
- Assisting in the compilation, marketing, launch and distribution of the Cornwall Film Location Brochure.
- Organising/hosting events such as Scriptwriting Workshops, Networking Evenings and Film Screenings.
- Co-ordinating travel and itinerary for Director's attendance at Celtic Film Festival in Sky in '06 & '07.

**Short Term PA Contracts/Assignments – Various Recruitment Agencies.** (Jan. '02 – Sept. '05)

**Management Assistant, BBC, Recruitment Services, London.** (May '99 – Dec. '01)

- PA to the Head of BBC Recruitment Services and Career Link Managers.
- Supervising smooth running of the office/office equipment & stationery stocks and several office moves.
- Maintaining Personnel Records and processing purchase orders and invoices using the SAP system.
- Recruiting and initial contact for BBC Engineering Sponsorship Scheme and processing Bursary Payments.

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**CAREER SUMMARY continued / . . .**

**PA to Deputy Head & Head of BBC Children's Acquisitions Programmes, London. (1997 – 1999)**

- Organising complex itineraries for attendance at International Festivals such as Cannes, MIPTV etc...
- Liaising with international companies to obtain marketing material for Press Launches.
- Developed and operated a computer logging/tracking system of all scripts passing through the office.
- Arranged editing suites; co-ordinated viewing tapes and assisted with script/storyboard proof-reading.
- Coordinated library of viewing tapes and publicity material.

**Branch Co-ordinator. BBC Building Engineering Services, London. (1994 – 1997)**

- Overseeing junior secretary, prioritising office workload and relaying messages to engineers.
- Coordinating smooth running of office and acting as first point of contact for all enquiries.
- Implemented systems including the purchase/distribution of uniforms and safety equipment.

**Secretary, Programme Planning, London Weekend Television. (6-mth contract Jan. – June '94)**

**Short Term PA Contracts/Assignments – Various Recruitment Agencies. (1991 – 1993)**

**PA to Business Affairs Director. Home Entertainment, BBC Enterprises Ltd. (1988 – 1991)**

- Main contact regarding Copyright Clearance and use of BBC Records and Sound Effects.
- Researched and negotiated fees in order to issue contracts for use of BBC material.
- Diary maintenance, organising travel itineraries, prioritised office workload and oversaw staff-cover.

**Secretary, BBC Studio Outside Broadcast Section, London. (1985 – 1988)**

- Secretary to the Head of the Studio Outside Broadcast Section and departmental managers.

**TRAINING COURSES - 1995 to Present:**

Telepresence Facilities; Data Protection; Manual Handling; Fire Safety and Health and Safety On-line Courses at BBC Bristol. Hospital Record Keeping Systems (January 2013); Introduction to Conferences and Events Course; (May 2010); PowerPoint Refresher Course. (April 2010); Excel Formulae & Graphs Course; Budgeting and Pitching Workshops at Media Centre Workshop; One day Film-Friendly Course; SAP; Microsoft Windows; Excel; PowerPoint; Access; Telephone Techniques; Writing for Results; Fair Selection; Interview Skills Workshop; Communications; Influencing Skills; Managing Time and Emergency First Aid Course.

*Between 2005 & 2007, I undertook numerous Casting Assistant roles for a variety of local short and feature length films assisting the production crews, and assisted the Cornwall Film Festival Director in 2005.*

**QUALIFICATIONS:**

**June 2000 Thames Valley University, Ealing, London.**

- **Chartered Institute of Personnel Development**
  - Certificate in Personnel Practice – Pass with Credit.

**1984 – 1985 Cornwall College, Pool, Cornwall.**

- **Secretarial Studies Certificate with endorsements in:-**
  - Audio Typing; Shorthand Typing; Word Processing; Background to Business; Communications and Office Procedures.
  - RSA Typewriting Stages I (dist.), II and III (advanced) - current speed : 70 wpm.
  - Teeline Shorthand; 100 w.p.m. (dist) - current speed : 50 wpm.

**1979 – 1984 St. Ives Comprehensive School, St. Ives, Cornwall.**

- **CSE/O Levels:**
  - English Literature (1); Home Economics (1); Religious Education (1/C); English Language (2/C); Art (2); Biology (2/E) and Maths (5).

**PERSONAL INTERESTS:**

Swimming; Reading, Researching Family History and going to the Theatre/Cinema.

**References available upon request and happy to relocate.**