

Jacqueline-Ann Regan

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A detail-oriented, and highly organised, Personal/Executive Assistant well versed in providing seamless one to one support to all levels of management. Flawlessly, and independently, performing Administrative, Diary and Travel scheduling, Minutes, and event planning responsibilities with effortless efficiency. A fast learner, picking up new skills and practices with ease.

Skills

- Diary and Time Management
- International and Domestic Travel
- Written and Verbal Communication
- Report and Documentation Creation
- Word, Excel, PowerPoint, Outlook
- Document Management
- Petty Cash and Expenses
- Project Management
- Photography
- Adobe Photoshop
- Efficient Organisation
- Event Planning
- Negotiation
- DBS Checked
- Full Drivers Licence

Education

London South Bank University
Bachelor of Science - Special Effects Design
2002 - 2005

- Prosthetics, Sound Design, Prop making
Lighting, Animation,

British Gas Employability Course
(New Skills Academy)
June 2018

- Level 3 Admin, PA & Secretarial Diploma (passed)

The Learning Shop, Bluewater
Visual Merchandising
July 2018

- Studied the basics of Visual Merchandising including a practical element.

Oxford University - Continuing Education
Photographing Archaeological Objects for Record and Publication

- Photographed small finds

Employment history

Citizen Advice Bureau (16 January 2018 - 25 May 2018)
Research and Campaigner

- Conduct research for various campaigns.

Temporary Personal Assistant to Shabana Sultana (23rd April 2018 - 11th May 2018)

- Organised Property Files for scanning
- Ensured Property Files contained the necessary legal paperwork
- Dealt with Personal Matters
- Organised Emails.

Purge of Thrones (28th March 17 - 23rd April 17)

Production Assistant

- Assisted the production on many levels and in different departments
- Completed the daily AD Reports
- Looked after the Background Artists and helped the 3rd AD when needed
- Assisted with various administration tasks such as compiling spreadsheets for accounting purposes and all other tasks as required including covering the other PA's
- Assisted the Costume department in helping the Background artists get ready, in some cases dressing them
- Assistant with sewing some of the costumes (hand work only) and other tasks as needed such as transporting costumes to set.

Gatwick Express - Gatwick Airport (9th Jan 17 - 13th Jan 17)
Customer Service Advisor

- Assisted customers travelling between London and Gatwick Airport during Southern Rails train strike.

Transformers: The Last Knight (9th Oct 16 – 14th Oct 16)

Location Marshall – Bourne Wood

- Litter picking on set
- Locking off (ie stopping the public from entering the set area) and crowd control.

Victoria and Abdul (7th Oct 16)

Background Artist

The Library (5th – 6th Dec 15, 12th – 13th Dec 15)

2nd AD, Head Runner

- Created the daily callsheet
- Managed the runners on set.

The Walt Disney Company – Hammersmith (1st June – 5th June 15)

HR Administration Temp

- Create email accounts for all 200 incoming interns
- Creating the physical intern files and filed the accompanying paperwork.

Maker Studios (13th April 15 – 26th June 15)

Temporary PA to President of International

- Provided one to one PA support, one week a month
- Co-ordinating an extremely busy international diary and World travel itineraries
- Processed expenses, booked Restaurants (both locally and internationally)

Dartford Amateur Operatic and Dramatic Society (15 Oct 15 – 28 April 16)

Volunteer Crew

- Created props for the Orchard Theatre show 'Half a Six Pence'
- Backstage Props Master during the show 'Half a Six Pence'.
- Props and Backstage Assistant for 'Sleeping Beauty: A Family Pantomime'.

Temple Hill Trust (8th Jan 14 – 22 August 15)

Volunteer Trustee/ Company Secretary

- Ensured the Trust operated within the parameters of the Charity Law
- Rewrote the Trust's Memorandum of Articles
- Rewrote the Trust's history document
- Kept Trustee's DBS checks up to date
- Instigated better communication with local Police Officer's to better deal with anti-social behaviour and vandalism within the Woodland.

NWK Volunteer Service (1 Sept 14 – 8th Feb 15)

Volunteer Administrator for the Befrienders team

- Created and compiled an Excel database for the teams use.

Background Artist

Arthur and George -ITV (29th Sept 14)

Avengers: Age of Ultron (28 - 29th June 14)

Aoydbazaar (5th June 13 - 22 July 13)

Personal Assistant to Tracey Boyd, Proprietor

- Created document templates
- Updated the company's stocklist and dispatched orders Worldwide.
- Assisted with the design artwork.

E*TRADE securities Ltd (15th Apr 08 - 22nd Dec 10)

Executive Administrative Assistant

Personal Assistance:

- Diary Management for the Chief Executive Officer, Chief Operations Officer and The Director of Legal and Compliance
- Organisation of International and UK board meetings, conference calls both local and international, liaising with PA's to co-ordinate schedules, diligently and accurately preparing agendas, board packs and minutes, co-ordinating team and management meetings and assisting with other events such as Office meetings and Christmas Parties.
- Booked all travel for an office of 120 people, prepared travel itineraries and agendas for trips abroad and booked taxis or other transport as required.
- Fielded and managed phone calls that came in via the Switchboard.
- Managed and distributed all incoming and outgoing mail, couriers and deliveries.
- Meticulously consolidated the Petty Cash and Expense Reports on a monthly basis.
- Created PowerPoint presentations for the Head of Legal.
- Created and implemented the Archiving filing system, managed the Legal Contracts register both hard physical copies and the soft digital register.
- Created a contact database in Excel used for our office move.
 - Assisted with various ad hoc, or specific projects where required including a project where lunch was provided every Friday for the staff for a month.

Contract Administration

- Was responsible for arranging the execution of agreements and amendments whether by chasing for a signature or arranging for the document to be Notarised or for an Apostille.
- Provided assistance to the Legal and Compliance department, maintaining the legal contracts register and other aspects of administration as required.
- Assisted with Contract and related enquiries by providing the US Legal Team with relevant information within our contracts.

Office Administration

- Assisted with the office move, during which I held the temporary Leadership position of Acting Head of Admin, and ensured the new office ran efficiently, setting up new procedures as required.
- During the Office move I was required to hire a van and purchase all crockery and cutlery from Ikea as well as pick up and transport 50in TV.
- Responsible for managing the office needs as the unofficial Office and Facilities manager as well as dealing with issues of security such as passes and building access
- Maintained stationery , printer, photocopier and kitchen stock
- Operated the switchboard and reception, greeting guests as required
- Studiously ensured the Business Continuity Plan site was compliant with the requirements

Left due to redundancy.

Various Companies (Sept 06 - 14th Apr 08)

Various Temporary Administration roles

Reception, dealing with queries and complaints, archiving, filing, faxing, mail shots, preparation for an audit and categorised photographs for the Arts Council.

Lynx Express Courier Services (Now UPS) (Aug 03 - April 06)

Data Input Clerk

As a Data Input Clerk at Lynx Express I assisted with not only large amounts of daily data input but also staff queries and error corrections.