

Will Graham

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A high degree of continentality, discretion, initiative and tact. Working with HNW individuals/people of public interest, I regularly deal with sensitive Information. I enjoy building positive and productive working relationships. Ability to work under pressure, highly capable multi-tasker, prioritise effectively and meet deadlines. Refined planning and organisational skills. Full Clean UK driving license. Level 2 Certificate in HR and Employment Law. Certificate of attendance for: Understanding unfair dismissal, avoiding discrimination in the workplace & Understanding unfair dismissal.

January 2024 – January 2025

TQUK Level 2 Certificate in Counselling Skills (RQF) (further education)

- Level 2 Certificate in Counselling Skills.
- An officially recognised qualification in counselling, communication skills, active listening.

December 2021 – January 2024

Private PA to owner of Hantona Ltd. People & Culture Director to 3 Care Homes & All About Care.

- Private PA to owner of 3 care homes – dealing with business and personal matters, with discretion and diplomacy.
- Point of contact for contractual discussions.
- Press and media contact for the group – including writing all press releases and social media
- Lead contact with external legal advisors.
- Lead in charge of staff recruitment and retention
- Payroll payments for all staff.
- Issued work-related contracts, updated contracts when needed.
- Managing confidential material and correspondence relating to large purchases.

July 2021-November 2021

Private PA to Jo Sams and Family (Dorset & London)

- Banking, diary and correspondence handling for HNW individual and her family.
- Responsible for running large estate and associated staff/contractors.
- Gained certificate in Safer Recruitment (Pass grade of 100%).
- Flexible to work and to be contacted 'out of hours' and when needs of the business demanded.

September 2020 – July 2021

Private PA & Driver for Director of Hantona Limited (Poole, Dorset)

- Banking, diary and correspondence handling for HNW individual.
- Driver for Director on requested days.
- Flexible to work and to be contacted 'out of hours' and when needs of the business demanded.

August 2019 – September 2020

Private PA (Freelance with several HNW clients)

- Domestic and business correspondence handling.
- Private diary coordination. Complex travel scheduling – including First class and private jets.
- Private banking and management of highly confidential material/ purchases
- Liaising with accountants. Sage and Xero software use.

January 2019 – July 2019

PA to Liz Willingham and Office Manager at Liz Lean PR Limited (Poole) (maternity cover)

- Private PA duties involving domestic and family matters. Business PA in high profile PR company
- Responsible for extensive office diary, point of contact for clients, and management of the office including, accounting invoice creating and follow up. Staff annual leave allowances.

Moved from London to Dorset May 2018 - commuted to London / remote working for 6 months.

July 2015 – January 2019

Executive Assistant to Artist Jonathan Yeo (Internationally renowned Portrait Painter) (London) •

- Co-managed opening of exhibition in Copenhagen, with private view party of 100+ invited international VIPs / Royal guests. Co-managed marketing of Private view, alongside PR director.
- Social media posts and interaction with public followers.
- Involved in important contract discussions and proposal drafting.
- Organised events & parties for collectors / HNW individuals / Royal guests / art collectors.
- Complex diary management, point of contact for all high profile / Royal / HNW clients
- Private PA duties including international travel and intricate itineraries for principal and family.
- Management of various aspects of the busy art studio including, but not limited to: Accounting - invoicing, payments, banking reconciliations, health & safety, and security. Coordinator for all maintenance matters
- First point of call (also out of hours) for security matters.
- HR coordinator –staff attendance & annual leave allowances. Housekeeping staff manager.

May – July 2015

Temporary PA to Claudia Winkleman (short term contract) (London)

- Working from Claudia's family home I was responsible for managing her diary, collating household bills and payments and for ensuring emails and correspondence replied to swiftly and appropriately.
- Liaising with business manager and agent to ensure smooth operations at all including proofreading scripts.

Nov 2013 – May 2015

Freelance Executive Assistant / PA with national and international client base

- Private and business banking. Invoice raising and reconciliation
- Complex diary and travel itineraries
- Constant contact with business PAs to guarantee smooth and appropriate dissemination of information

May – November 2013

Private Personal Assistant to Mr Peter Lane (FRICS) (Virginia Water, Surrey) (fixed term contract)

- Private and business banking for Mr Peter Lane.
- Private and personal diary coordination
- Office Management and administration coordinator with private home/business
- Proactive management of incoming and outgoing correspondence. Implemented customer service directives New client liaison.

August 2000 - May 2013

**PA to Shelley von Strunckel - international journalist & broadcaster - Private & Business Assistant
Company Secretary for Shelley von Strunckel Limited & Shelley von Strunckel Enterprises Ltd**

- Handling of confidential information from HNW, political and socially-noted clients.
- Designed and managed 60th birthday party for Shelley, with over 150 guests.
- Extensive Travel and Diary arrangements, both UK and international.
- Managed all aspects running of the NYC apartment, including relocation.
- Project-managed domestic contractors/designers for major refurbishment of London property.
- Implemented management systems and developed processes to improve efficiency
- Project-managed design and website launch, which created a valid source of passive income.
- Proof-reading written copy for broadcast and print to 160+ syndicated clients including The Sunday Times, British Vogue, Evening Standard, Times of India, Gulf News (Dubai)

1996 / 2000

Personal Assistant to Owner Mr Sandro Martini- Martini Objets D'Art (London)

- Formulated business plan and set up company
- Responsible for creating new business opportunities.
- Sole lead for UK and International PR, marketing sales and aftersales. Product development and annual budgets

Education

City University (London) BSc Degree (2:2 with Hons) in Sociology and Media - modules included Contract law, Philosophy, Psychology & Media.

Kingswood School V1th Form. 2 A Levels – Geography & English.10 GSCE Qualifications including English, Maths, history, science