

Deirdre J Doyle

Accomplished Business Support Executive/Office
Manager/Executive Assistant/PA - Blessington, Co Wicklow,
Ireland

W: <http://www.worky.com/deirdre-j-doyle>

- Accomplished Office Manager/Business Support Executive/Executive Assistant/PA currently seeking a challenging position.
- Enthusiastic, flexible & trustworthy with more than 20 years' experience across a variety of business sectors (both multi-national & start-up companies).
- Experienced in business development activities including administration, project management, event organisation, personnel administration & promotional materials management.
- Highly motivated & focused – either working on own initiative or as part of a team.
- Ability to handle multiple projects simultaneously, meet deadlines & prioritise whilst maintaining high standards.
- Highly customer focused with ability to deliver a high level of customer care using interpersonal skills, influential ability, organisational & coordination skills
- Proactive & tenacious approach to projects & challenges.
- Can provide a broad range of business/administrative solutions & adapt quickly to evolving work situations.

Deirdre J Doyle's Education and Qualifications

2011 **Certificate - European Computer Driving Licence (ECDL)**
Multimedia Training Unit, FAS, Tallaght, Dublin 24

2000 **Certificate - Certificate in English Language Teaching to Adults (CELTA)**
Stanton School of English, London, UK

1998 **Bachelor/Degree - Graduateship of the Marketing Institute of Ireland**
Dublin Institute of Technology, Mountjoy Square, Dublin 1

1988 **Certificate - Certificate in Bilingual Secretarial Studies (English/French)**
The Leinster Business Institute, Dublin 6

Deirdre J Doyle's Professional Experience

2002 - Present **Office Manager/Business Support Executive/Executive Assistant/PA**
Career Break which has included interim, temporary and voluntary positions;

□ March 2011 – May 2011; Central Statistics Office (CSO), Dublin, Ireland - Census Enumerator, National Census 2011.

□ Virtual Assistant - administrative solutions for a variety of clients.

□ Freelance Trainer - Business English and Business Etiquette courses for a local Dublin Enterprise Centre.

□ English language teacher - English language classes to individual adult foreign language students.

Voluntary Assignments

□ 2007-2011; Voluntary member and Chairperson (2010-2011) of Parents' Association, Gaelscoil na Lochanna, Blessington, Co Wicklow.

□ 2006–2007; Initiated the foundation and organisation of the Blessington Community Playground Group.

1999 - 2001 **HomePro.com, London, UK - Office Manager**

HomePro.com matches homeowners who require home improvement services with approved & screened contractors. It has been trading since Feb. 2000 & is now the UK's largest quality ranked directory of home improvement professionals.

Recruited initially as a temporary employee for six weeks in the start-up phase of the business to undertake market research. Upon completion of contract, was offered a permanent position as Office Manager.

1997 - 1999 **Dublin Business Innovation Centre (Dublin BIC) - Venture Consultant**

Dublin BIC provides support to early stage innovative business projects through project evaluation, business development planning assistance, mentoring, access to seed capital, expansion assistance and office accommodation.

This role was split between business development (project management/coordination of key initiatives) and client support (initial client evaluation and skills development).

1994 - 1996 **Classic Secretarial, Dublin - Manager/Administrator**

Classic Secretarial provides professional secretarial/administrative services to individuals, professional bodies and small and medium sized businesses throughout Ireland.

1993 - 1994 **Gestetner Management, London, UK - Personal Assistant (PA)**

Gestetner is a leading provider of comprehensive document solutions that help customers streamline their businesses and cut operating costs, e.g. photocopiers, printers, scanners, binding systems.

Recruited as a temporary employee and upon completion of contract was offered a permanent position.

1990 - 1993 **BP Oil Europe, Brussels, Belgium - Executive Assistant & Local IT Administrator for the Division**

BP is one of the world's largest energy companies, providing its customers with fuel for transportation, energy for heat and light, retail services and petrochemical products for everyday items.

Recruited as a temporary employee and upon completion of my contract was offered a permanent position.

1989 - 1990 **European Commission, Brussels, Belgium - Secretary - DG XII-H/5**

The European Commission is the executive body of the European Union. It is responsible for proposing legislation, implementing decisions, upholding the Union's treaties and the general day-to-day running of the European Union.

DG XII-H/5 was the Space Strategy and Coordination Unit within DG XII, the Directorate General for Science, Research and Development of the European Commission.

Secretary within the Unit including design and implementation of an archive for the Unit.

1988 - 1989 **Variety of 'temporary' secretarial and word processing assignments in London & Dublin.**

Deirdre J Doyle's Additional Information

Languages

English - Fluent

French - Intermediate

Interests

Hiking, current affairs, music, reading.
