

MICHELLE IVES**ARCHITECTURAL OFFICE MANAGER**

NAME : Michelle IVES
EDUCATION : 1983 – 1986 Ackworth Quaker School, Ackworth, Nr Pontefract, West Yorkshire, United Kingdom

FURTHER EDUCATION : R.S.A. 1 (Elementary) Typewriting Skills – DISTINCTION
 Word Processing (Elementary) - FIRST CLASS PASS
 Word Processing (Intermediate) – FIRST CLASS PASS
 ILEX Legal Secretaries Diploma Level III (3 modules covering Advanced Legal Text Processing, Office Administration/Management & Communication in Business) – DISTINCTION
 R.S.A. 2 Legal Text Processing (Audio) – DISTINCTION
 Institute of Legal Secretaries – Freehold Domestic Conveyancing Diploma Level III
 Database Creation & Management – NVQ Level 11
 Interpreting Data using ICT – NVQ Level II
 European Computer Driving Licence (ECDL) Syllabus 4 Level II – All modules PASS

TRAINING : How to be an Effective Leader
 Multi-Agency Training in the Signs & Symptoms of Harm
 Drug Awareness & Domestic Violence Awareness
 RAPP – Children's Rights
 Excelling as a First Time Manager or Supervisor
 Unleashing the Potential of Your Business – Marketing Course
 Child Protection Training
 The Essentials of Credibility, Composure and Confidence
 Appointed Person – St John Ambulance New Zealand 2006 & 2008
 Diploma in Professional Interior Design

EMPLOYMENT RECORD :

	From - to (month/year)	Employer	Position
1.	Jan 2009 - Present	Designgroup architects h + k Ltd	Architectural Office Manager
2.	June 2006 – Dec 2008	Harrison and King Architects and Town Planners Limited	Architectural Office Manager
3.	Sept 2005 – April 2006	Independent Home Living	Admin Manager
4.	May 2005 – Sept 2005	Careforward Ltd	Admin/Marketing Manager
5.	Aug 2002 – April 2005	The Orange Grove	Senior Administrator / Marketing
6.	Nov 2001 – Aug 2002	Mental Health Unit	PA

