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# Paula Jones

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Address Line 1

Address Line 2

Wideopen, Newcastle upon Tyne, Post Code.

Telephone: 0191 123456. Mobile: 07779 123456. Email: [paulajones123@email.com](mailto:paulajones123@email.com)

## PROFILE

♦ Property Management - Event & Activity Co-ordination - Child Care ♦

Multi-skilled experience covering a range of functions. Working with primary aged children in a structured child care environment, having developed and interest in the social and personal development of children. Excellent event and activity organization skills. Most recent experience encompasses property development contracts, maintenance, and refurbishments. Accomplished in managing projects and deadlines from planning stage through to completion whilst running own successful business.

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## AREAS OF EXPERTISE

- Project management
- Event organizing / fundraising
- Marketing and promotions
- Business development
- Child development
- Team leadership
- Budgetary / cost controls
- Contract management
- Property management
- Refurbishments
- Computer literacy
- Multi-lingual

## PROFESSIONAL DEVELOPMENT

**HND** Business Studies 1994  
Training courses: Various computer and childcare courses, first aid.

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### **PROPERTY MANAGEMENT**

**2005 - Present**

#### Self-Employed

- Managed the renovation, refurbishment and development of 3 properties of a value of approximately £1 Million.
- Carried out all project management functions such as sourcing, hiring and co-ordination of sub-contractors, costing and developing business plans and lettings.

### **PERSONAL CHILD MANAGER / NURSE**

**2002 - 05**

#### San Francisco

- Worked in private homes caring children and responsible for all aspects of childcare.
  - Looked after babies and very young children that needed dressing, feeding, bathing and changing.
  - Taught older children basic social, reading and writing skills.
  - Took children on outings and kept them entertained by planning and organizing stimulating activities mainly through play.
  - Established close and trusting relationships with parents.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### OUT OF SCHOOL CO-ORDINATOR

2000 - 02

Name of School A, Newcastle upon Tyne

- Started up and managed a variety and stimulation after school programmes based on free play with a strong emphasis on learning, creative and physical activities.
- Organized activities and outings for children including those with learning disabilities.
- Organized fundraising and awareness-raising activities in the local area
- Coordinated and development programs with ongoing evaluations.
- Helped lobby for better provision from the local authority,
- Worked in partnership with local parents' groups
- Advised on Child Care Benefits. Prepared fee sheets, daily attendance rolls and other related administrative duties.
- Liaised with related community groups and the Family Assistance Office

### COMMUNITY PLACEMENT OFFICER

1998 - 99

Name of Company A

- Helping non-speakers of English to find employment and courses to further their development.
- Liaised with Local Authorities and recruitment agencies and employers to negotiate and secure placements.
- Placed staff in over 120 companies, mostly in positions specific to their experience and field of work.

### RECRUITMENT OFFICER

1997 - 98

Name of Company B

- Recruited sales representatives for sales of imported artifacts to the independent retail sector.
- Identified high quality personnel from the employment services and job fairs.
- Screened, interviewed and sometimes tested applicants.
- Reduced complaints received from over 200 to only 13 since appointment.
- Substantial amount of paper transactions and telephone work involved. Developed new filing systems for correspondence.

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## PERSONAL

*Interests and Pastimes:* Keep fit, organizing fashion shows, reading traveling.

*Mobility:* Full clean driving license.

*Born:* 1972.

*Other languages:* Punjabi.

*References available on request.*