

## **KAREN BARTON**

7 Queen Elizabeth Way, Bidford on Avon, Alcester, Warwickshire, B50 4GN

(01789) 773388 [k@renbarton.uk](mailto:k@renbarton.uk)

An experienced and motivated individual looking to further a career as a Virtual Assistant

### **QUALIFICATIONS**

#### **Higher Education**

HND Business and Finance – 11 Distinctions, 4 Merits, 1 Pass

#### **A-Level**

Psychology D (night school in one year)

#### **GCSE**

9 GCSE's grade 'C' and above including English and Maths

#### **Vocational**

NVQ III Customer Service

NVQ II Business Administration

NVQ III Supervisory Management

CLAIT Stage 1

Teeline Shorthand – 40 wpm Distinction

RSA II Text Processing – Distinction

RSA II Word Processing – Distinction

### **PRESENT EMPLOYMENT/VOLUNTERING**

#### **CIL Administration (Church Organisation for people in isolation from other believers)**

##### **2007-Present**

I have uploaded thousands of backdated and current articles to the CIL website. I have carefully checked CIL Papers (using Microsoft Word), saved in various formats and emailed them to the translators and distributors each month meeting the required time scale. I am now adding files to the exiting articles in Farsi to support Farsi speakers. I have uploaded recordings of hymns to the website using Vizaar. I have also written short articles for Facebook and our church website.

### **PREVIOUS EMPLOYMENT**

#### **Virtual Assistant**

##### **Stratford, Leamington and Cheltenham Business Forums Ltd (now - Talk Business UK)**

February 2016-2020

I provided computer based virtual administration assistance to Jonathan Smith. I used a package called "Web Boutiques" to take booking information for numerous events and produced spreadsheets using Google Drive which were shared with Jonathan. If attendees didn't provide all the information required, I contacted them via email and kept the spreadsheets updated accordingly. I matched the PayPal account to the payments on Web Boutiques and chased any incomplete sales. I updated the QuickBooks accounting software reconciling the bank account and PayPal payments, I printed and posted invoices. I attended Breakfast Events and Business Show's running a friendly and efficient reception desk ensuring a positive impression of the company was maintained.

### **Customer Service and Sales**

#### **Christadelphian Magazine and Publishing Association**

April 2018 – April 2020

I worked on the reception desk, welcoming visitors and customers to the showroom. I advised on purchases and operated the till. I took orders over the phone and via email, and payments via credit card or invoice, locating customer accounts on Sage and Act. I was responsible for ensuring the showroom was neat, tidy and well stocked. I responded to emails and enquires of a varied nature via phone, email and in person.

### **School Assistance**

2016-2008

I worked and volunteered at five different schools over this period as Lunch Time Supervisor and assisting in the classrooms with reading, maths, admin and art clubs.

### **Bible Learning Centres**

September 2013-April 2014

I volunteered a various centres working in the shop.

### **Avon Representative**

January 2007-August 2007

I was an Avon representative for our local area.

### **Graham Taylor Sales**

1999-2000

I was a part-time Office Manager carrying out general office work, credit chasing, etc.

### **Kenex**

1998-1999

I was an Office Assistant producing invoices, managing petty cash, chasing creditors, etc.

### **Various Temping Assignments**

1996-1998

Numerous administration positions in both large and small.

### **Midland Technical Services Ltd**

1993-1995

I was Administration Officer to a small training organisation.

### **INTERESTS AND HOBBIES**

I have project managed a renovation project on our previous house. I built and helped install a kitchen, tiling and various other DIY tasks. During lockdown I have been refreshing my Spanish language skills and have enjoyed the challenge.

## REFERENCES

Mr Andrew Bramhill (Editor)

CMPA

404 Shaftmoor Lane

Hall Green

Birmingham

B28 8SZ

[editor@thechristadelphian.com](mailto:editor@thechristadelphian.com)

0121 777 6328

Mr Jonathan Smith

Talk Business UK

5 Shannon Way

Evesham

WR11 3FF

[hello@talkbusinessuk.co.uk](mailto:hello@talkbusinessuk.co.uk)

01789 330 003