

Kathrina Boldo

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Personal Profile

Enthusiastic, self-motivated and highly organised business graduate with all-round business support experience. Quick to learn and able to work proficiently with people at all levels, providing administrative support including dealing with customers/suppliers face to face and over the phone, processing invoices, conducting payment runs, chasing of outstanding debt, producing financial reports, and coordinating projects.

Skills Profile

- Bilingual in English and Italian, average French
- First point of contact and customer support, from dealing with queries to complaints
- General PA and administration duties, diary management, post management
- Assisting with meetings, events, travel arrangements, looking after visitors
- Setting up office systems, database management, H&S awareness
- Sales and purchase ledger, allocating payments and receipts, bank reconciliations
- BACS payments, processing credit cards statements, petty cash
- Chasing customers with overdue amounts, handling problems on overdue debts
- VAT returns, CIS returns, maintaining financial records
- Budgets, billing reports, month-end reports, and year-end reports
- Excel, PowerPoint, Receipt Bank, Moneysoft, Sage 50 professional, QuickBooks, Xero

Employment History

Dec 2014 – present Freelancer - Business/Office Support, Bookkeeper

Currently working part-time for Jenny Black Interiors and Dermarta Construction. Worked for Notary Co UK from April 2015 to May 2016. Key areas:

- Dealing with customers and suppliers, setting up office systems, database management
- Sales and purchase ledgers, BACS payments, bank reconciliations, petty cash
- Credit control, VAT returns, CIS returns, month-end and year-end reports

Jan 2012 – Nov 2014 Freelancer - Business/Office Support, Bookkeeper

Worked for small to medium-sized organisations including KP Communications, Gaskell Quartz, British Dance Council, CIPD, Image Line, Visiting Arts. Key areas:

- General PA and administration duties, assisting with meetings and travel arrangements
- Sales and purchase ledgers, BACS payments, bank reconciliations, petty cash
- Credit control, VAT returns, month-end/year-end reports, maintaining financial records

Nov 2000 – Dec 2011 Kogan Page Ltd - Business Support/Advertising Manager

Responsible for the advertising business unit, acting as the liaison figure between clients, authors, agencies and within departments. Key areas:

- Oversee sales, copy chasing, gratis circulation, deliveries, and credit control
- Monitor standards of service and ensure appropriate feedback as work progresses
- Sales ledger, purchase ledger, process credit cards statements, petty cash and payments
- Accounts reconciliation, billing reports, aged analysis reports, and month-end reports
- Budgets, performance analysis and database management

Dec 1997 – Oct 2000 Kogan Page Ltd - Advertising Executive

Assisted the publishing director in all advertising activities. Key areas:

- General PA and administration duties, post and deliveries management
- Produce presentations, rate cards, media packs, and various publishing schedules

Mar 1995 – Nov 1997 Kogan Page Ltd - Business Analyst

Responsible for the design, development and implementation of a fully integrated advertising system using databases linked to off the shelf applications. Key areas:

- Develop systems on spec for the production, editorial and accounts department
- Manage data transfer from previous systems, produce manuals and reports

Jan 1993 – Feb 1995 Contract work

Worked for small to medium-sized organisations including Emap, Input, and Ovum. Key areas:

- Credit control, bookkeeping, market research, data cleansing projects
- Organise marketing campaigns, presentations, and seminars

Qualifications

2005	KLC School of Design - Diploma in Interior Design, open learning
1993	Chartered Institute of Marketing - Marketing Diploma
1992	Manchester Metropolitan University - BA Business Studies 2.1

Short Courses

Accounts	Sage Level 1&2, Sage Payroll, QuickBooks
Other	H&S basic certificate, Dealing with difficult people, Conflict management

Additional Information

Interests	Fashion, Textiles design, Styling
Other	Finalist for the BIDA 2005 awards - Student designer of the year
References	Available on request