



Aimée Davies

Business Assistant, Office Manager & Creative Producer

Seaford, East Sussex, England, United Kingdom

Profile:

An experienced business assistant, office manager and creative producer with a background in customer service and marketing communications. Has over ten years of experience providing financial and business admin support for SMEs and successful entrepreneurs in Sussex. A self-starter with strong technology, problem-solving and stakeholder skills. Excels at creating calm, tidy, welcoming working environments and happiest when work is organised and flowing seamlessly. Dependable, hardworking and experienced at balancing a diverse workload.

Work Experience:

Office Manager: Simply Beautiful Print

Apr 2017 – Oct 2020

At the time of joining three years ago, my role of office manager was new to the company. It saw me act as the right-hand to the founding director and provide hands-on support to the print factory, design studio and customer service teams. In addition, I had responsibility for HR, recruitment, health and safety, ICT / facilities management.

Day-to-day, my core role was to problem solve and ensure everyone in the company had the systems, training and opportunity to meet all their targets and to exceed customer expectations. I introduced several new tools and administrative processes which successfully improved productivity and customer satisfaction, these included a new CRM and HR system.

Given the size of the company, sudden peaks in demand or staff shortages frequently required me to provide hands-on support with invoicing, purchasing, payroll, sales and order processing, credit control and reconciliation. In addition, I supported the design studio with print, signage and exhibition stand design, including carrying out pre-press and flight checks. In early 2019, I also took sole charge of the company and all key accounts for three months whilst the MD was excused for health reasons.

At the start of the pandemic my role as Office 365 admin required me to set up Microsoft Teams and a Sharepoint intranet to support new work from home protocols in response to COVID- 19.

Office Manager PA (Interim) > Governance, Information & Design Manager (Contract):
Sussex Housing & Care - March 2015 – July 2016

Initially, I started at SHC on an interim five-month post as office manager / PA to the CEO before being offered a continuous employment contract. Amid an extensive change programme, I brought a new focus and energy to the role that would see me transform the office into a clutter-free, calm and welcoming environment for both visitors and staff alike. Alongside traditional PA responsibilities, the position saw me support the senior management team with document creation, including the production of board/committee packs, as well as minute taking and action planning. I also worked closely with the CEO, chair and deputy chair of the board to plan and manage board meetings, AGM's and away days, including arranging keynote speakers and training workshops.

Office & Marketing Manager: The Prescription Training Company
Jun 2009 – Mar 2012

I initially joined the company part-time, working as the office manager and right-hand to the owner of a medication administration training company based in Sussex. Along with facilities management and overseeing the day-to-day operations of the office, I had responsibility for booking and planning workshops, including coordinating diaries with the organisation's ever-growing pool of trainers. I also oversaw all SAGE quotations, invoicing, reconciliation and credit control. As my hours increased, I also began to provide marketing support to the director.

Marketing Communications Assistant / Designer: Southdown Housing Association
May 2008 – Feb 2009

My role at Southdown saw me responsible for the design and update of all printed and digital media; newsletters, customer magazine, website and leaflets. I was required to support tender bids with the creation of new service logos and collateral. I often had to balance several projects simultaneously, and lead-times were often tight. I also designed and worked on the association's service user magazine, which required me to sit on the editorial team and work alongside service users and other contributors to the publication.

Marketing Communications Executive: Concord:marlin

Oct 2005 – Oct 2007

My role saw me work alongside the communications manager designing and creating a wide range of digital and printed media, alongside advertising and PR responsibilities. I trained in-house in graphic design and PR under my manager and attended workshops at Silicon Training (Brighton) in illustrator and web design. In addition, I designed and organised several exhibition stands and created supporting collateral for product launches, including art direction for photoshoots and copywriting for press releases and brochures.

Product Marketing Manager: Concord:marlin

Apr 2002 – Oct 2005

My role saw me responsible for new product development, lifecycle management and marketing communications for an award-winning range of products into three areas: UK Home Market (Specification & Distribution Sales Forces), European Markets (International Marketing Managers) and Global Market (3rd Party Agents). My role saw me also act as a brand ambassador; as such, I was based at the London showroom one day a week and was required to travel nationally and globally frequently. Some of my UK key accounts included the British Museum, Laura Ashley, Tate Modern, Issey Miyake, Ted Baker, Debenhams, Selfridges and John Lewis. Prior to joining Concord:marlin I had worked there for two summers as acting PA to the CEO, sales director and marketing director. I was subsequently offered a permanent contract as a marketing assistant, thus ended my placement at Imperial College London and I began my part-time BA in Marketing at Brighton University, which was funded by Concord:marlin.

Freelance: Aimée Creative

Throughout various periods of my career, I have worked either full or part-time on my own projects through my business: Aimée Creative. Typically, I have supported businesses by transforming their branding and marketing communications, as well as providing business management and admin support. Clients include: Trillion Fund. Diversified Business Communications. NHS. Democratic Society. B2B and B2C Social entrepreneurs and start-up's in London and Brighton.

Endorsements:

"I already knew Aimee to be an organised, creative, driven and meticulous individual, however, I did not envisage that she would come to provide me with so much more than just an office manager. Not only does she assist me with the day-to-day operations of the business, but she has established several new frameworks and processes which have helped me to transform my business."

Michael Tyrrell - Founder and Managing Director at Simply Beautiful Print (Source: LinkedIn)

.....

"Tenacity, passion, commitment and dedication are only a few words I would use to describe Aimée's work ethic! Coupled with that, her eye for detail, creativity and regulation made her an excellent governance manager. I thoroughly enjoyed my time working alongside Aimée and wouldn't hesitate to join forces again - should the situation arise!"

Steve White - Former CEO at Sussex Housing & Care (Source: Linked In)

"Aimee is a powerhouse of great energy and ideas. She is uber organised and efficient, takes total responsibility for tasks and projects and brings a very unique mix of creativity and organisation to any team."

Charlotte Carp - Former Head of Corporate Services at Sussex Housing & Care (Source: Linked In)

Interests:

Outside of work, a great deal of my time is dedicated to my horse, who I rescued four years ago and have been rehabilitating towards full health and fitness. Taking him on has been a real test of my patience, bank balance and sense of humor, but I am optimistic that this spring, my ambitions to compete in dressage will come true.

I am also a keen mountain biker and outdoor adventurer who enjoys climbing, sailing and snowboarding.

Of an evening, I enjoy cooking, reading, watching a movie or listening to podcasts. When not in the middle of a pandemic, I might also be found at the occasional comedy gig, music gig or festival. I also enjoy good food and wine with friends, whether at dinner parties, pub roast or fine dining.

[Instagram/aimeecreates](#)
[aimeecreative.com](#)
[LinkedIn/aimeecreates](#)