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## KEY INFORMATION & SKILLS

- \* Registered Nutritional Therapist Dip. CNM mBANT
- \* BSc Nutritional Science (ongoing) (CNELM)
- \* NLP Practitioner (the NLP School)
- \* Data Protection ICO member & Associate Member of Royal Society of Medicine
- \* Project Management
- \* Events Organising
- \* Strong Networker with excellent communication skills
- \* PA / Executive Assistant
- \* 65wpm Typing Speed

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## WORK EXPERIENCE:

- Oct 13 – Present**      **Freelance Nutritional Therapist**  
 Main Clinic: 66 Wimpole Street, London W1  
 Secondary Clinic: Holistic Health Lab, West Hampstead, W1
- Events:**                      1 day Yoga/Raw Food/Nutrition Retreat, London, Nov 15  
**Pipeline Events:**        \* Series of Workshops in the Blackbox Café' Queens Park (NW6)  
    \* Yoga / Nutrition workshop @ Yoga Loft in Queens Park.  
    \* Under negotiation – Bi-monthly Consultation workshops @ UrbanOm yoga, Stockholm
- Volunteering:**           \* Writing 'Nutritional Nuggets' for Field to Fork community Organic Veg Box  
    \* Brent Mind – Nutrition & Health workshops
- Oct 14 – 2019**            **BSc Nutritional Science – Middlesex University (via CNELM)**
- Oct 13 – 2015**            **Gray's Inn Estates**  
 As below. Part-Time role to support me whilst setting up own business.
- June 11 – Aug 13**        **Executive Assistant to Head of Legal – EC Harris / Dorchester Real Estate Asset Management**  
 This role required strong organisation skills and the ability to juggle many balls in the air simultaneously. Initiative and a proactive approach was key, as was working with autonomy and an ability to set up procedures. A start-up Fund & Asset company set up to manage Aviva Investors £200m Ground Rent fund.
- Assisting the Head of Legal in Project Managing new business through the full transaction life-cycle. This entailed:
- Producing and circulating offer letters & Heads of Terms to all parties
  - Attending weekly update meetings/conference calls with Solicitors and maintaining ongoing progress reports for team
  - Attend pipeline meetings and feeding back up to date information to sales team
  - Instructing third party consultants, coordinating quotes/instructions/invoices at appropriate timings in the project life-cycle
  - Meeting minute making
  - Producing reports for monthly Fund Manager Meetings
  - Managing day-to-day processes of Property Management Company
  - Liaising with Solicitors, Agents, Clients and Fund Manager in assisting progress of transaction
  - Independently corresponding with senior staff and attending conference calls and meetings with Solicitors, Developers and Consultants in order to progress due diligence and form on-going relationships

- Coordinating appointment of Estate Managers. Ensuring Contracts are entered into and archived appropriately. Terminating contracts of Estate Managers when required, and coordinating collation of documents in relation to works carried out at the assets/properties
- Coordinating and effecting Property Insurance in line with legal/lease requirements
- Accurate and clear filing of legal documentation, and hand-over of files to management team
- Setting up procedures and managing handbooks and protocols for in-house team and external management team
- Project costing & budget estimations

2004 – Jan 2007

Nutritional Therapy training with CNM (College of Naturopathic Nutrition, London). 3 years part-time, including 200hours clinical practise training.

Feb 04 – June 11

PA/Executive Assistant – Gray's Inn Estates

PA/Executive Assistant to the Director of Acquisitions & New Business.

A market leading property Investment Company specialising in ground rent investments, management & property insurance

- General PA support such as typing of reports, taking & writing minutes, expenses
- Organising occasional events such as marketing seminars
- 'Filtering' and dealing with communications such as emails, post & phone calls on behalf of Director
- Organising local meetings, UK hotel & travel arrangements
- Producing offer letters, Heads of Terms, financial information and reports
- Project Management – Coordinating purchases of Residential Property investments generated by Director. Instructing Solicitors, monitoring and managing progress of the deal and third party suppliers through exchange and completion. Independently corresponding with Solicitors, House Builders and other senior people. Coordinating insurance arrangements and appropriate hand-over of documents to management team post-completion.

June 01 – Aug 03

PA/Office Manager – Ridge & Partners

PA and Office Manager for a Bond Street based Property Surveying firm consulting on large corporate and domestic developments throughout the UK. My responsibilities included:

- Providing one-to-one support to the Managing Partner, organising of meetings, booking of travel and restaurants
- Liaising with Clients. Providing Secretarial/Administrative support to the team of Quantity and Building surveyors (circa 8 people), juggling conflicting demands and priorities, whilst ensuring deadlines were met. This required a flexible and positive attitude, along with strong organisational skills
- Copy and audio typing of correspondence, producing complex reports, legal documents, producing Tenders, working also on large Excel documents, binding of documents etc
- Organising small client events as well as larger annual networking events
- Managing the office – ordering supplies, dealing with maintenance issues, facilities, IT support, couriers, procurement of providers etc.
- Updating and maintaining company client database
- Producing monthly fees and requisitions for two teams

Mar 00 – June 01

PA/Secretary – Head Office at Dune Ltd

PA for retail operations director and general secretary for team.

- General PA support, typing of correspondence, dealing with and responding to department post
- Assisting the HR Department with staff references and administration
- Meeting and greeting visitors for the department.
- Responsible for liaising with the external press office. Making samples available in line with deadlines, ensuring samples were returned, monitoring stock levels on press releases. Also responsible for dealing with customer queries and requests in relation to stock availability, organising transfers, couriers etc.

- Customer Services – being the point of contact for customer complaints. Resolving, logging and producing reports of the same

Oct 98 – Jan 00

**Assistant Manager – Jeffrey Rogers Plc**

This was a highly demanding role within a £1m/a turnover Oxford Street fashion retail store.

- Managing of budgets and overheads for the entire store
- Successful management of 16 members of staff, ensuring the high standards or performance required where achieved at all times. Duties included recruiting, staff training, motivating and team building, counselling and applying disciplinary actions where necessary
- Continual store merchandising according to company guidelines and based on personal commercial awareness
- Working towards strengthening the brand, achieving targets and maximising sales to the stores highest potential
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Oct 98 – Jan 00

**Assistant Manager – Holland & Barrett**

- [Intensive Nutritional Supplement product training including exams to prove proficiency](#)
- Managing of budgets and overheads
- Management of members of staff, included recruiting, staff training, motivating and team building
- Store merchandising & stock management

Sep 94 – June 96

**(Travelling – Asia, Australia, South America)**

June 91 – Aug 94

**Administration Assistant – Fitness Centre**

An exclusive members-only Fitness Centre in Central Stockholm. A part time role which eventually lead to full-time. Assisting the Manager with general administration, new memberships, payments, standing orders etc.

**EDUCATION & COURSES:**

Short Courses: Anatomy & Physiology & Sport Science (Morley College 2002), Ayurvedic Massage Diploma, NLP Practitioner Course (NLPSchool.com). Speed typing, Microsoft Office, Legal Secretarial Course, Minute Taking

89–91 Farsta Hogskola School (Stockholm/Sweden)

Similar to British A-levels, subjects including: Swedish, Psychology, English

80–89 Kvickenstorp Skolan (Stockholm/Sweden)

Swedish equivalent to GCS's, subjects including: English, Maths, Swedish, Geography, Biology

**WHO AM I:****Personal Profile:**

- I regard myself as a very sociable, enthusiastic and driven person with a very positive 'can-do' attitude.
- A strong problem-solving approach. Able to develop project framework and work to meet goals and targets.
- Work with autonomy and take ownership of tasks, whilst adopting a collaborative approach to teamwork.
- Highly capable in Word, Excel, Outlook, PowerPoint & Mac, with copy typing skills of 65 wpm.
- Very experienced in communicating independently with very senior professionals.
- I am organised and manage my time well to meet deadlines.

**Personal Interests:**

Nutrition & Health, Yoga, Cooking and experimental food making and family life. Any spare time left is spent socialising and organising social events.