

Jamie Moffat

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PROFESSIONAL SUMMARY

I am a flexible and efficient worker who enjoys supporting my team, as well as working on own initiative. I am a hard-working individual, who is able to work well and meet deadlines, possesses strong communication skills and equally strong administration skills.

EXPERIENCE

Events Coordinator, Chartered Institute of Housing, August 2021-August 2022

- Delivered 2 live conferences, 1 award ceremony across the UK and Ireland and multiple digital events on Remo and Teams.
- Supported other team members in live and digital events up to 50 across the team.
- Worked with head of service, line manager, company boards and digital team to build new events and recording pages on our company website using Umbraco.
- Attended and supported the team at our national events offering high levels of customer service on our front desk, showing speakers where to check in, check in with sponsors and exhibitors to make sure everything was ok
- Helped deliver training on social media to the team and new starts.
- Used excellent organisation, multitasking and a proactive approach when arranging events.
- Assisted in event marketing activities by crafting promotional materials, social media adverts and joining instructions for delegates, speakers and staff.
- Quickly addressed issues occurring within events, solving with smart and efficient solutions to maintain smooth operations.
- Sourced and booked all requirements for events, including entertainers, photographers and speakers.
- Assessed event success and uncovered room for improvement through client feedback.
- Gathered event requirements, including venues, budgets, guest lists, catering and event timelines through face-to-face client meetings.
- Promoted services and expanded vendor network by attending and participating in industry events.

Business Administrator, Rocket Science Uk, April 2021-August 2022

- Assessed various business matters such as employee training programmes, technologies and policies to identify improvements and implement enhancements
- Inputting possible tenders in company tender tracker
- Updating weekly planner for consultants to input their work time
- Update / renew company compliance handbook
- Process mapping
- Processed and managed all activities regarding background checks on candidates
- Conducted all reference and DBS checks on each applicant
- Managed companies profile on various job boards, including and Good Moves, Newcastle

- University, Edinburgh University, Change Makers Jobs, Social Research Association
- Scheduled and organised matters such as employee travel, meetings, hotels and appointments
- Oversaw office inventory and timely reordering of supplies
- Developed strategic posting schedules, optimising brand reach and engagement
- Created engaging, bespoke text, image and video content, engaging audiences across various platforms
- Liaised with Business & Development Manager on digital marketing strategy creation and implementation, offering innovative improvement suggestions
- Social Media management of company pages
- Weekly comms update on how we are doing on social media
- Daily use of Canva & Social Champ
- Supported final stage of website redesign including content review, functional QA, managing process from staging to live, liaising with technical developers

Business Support Administrator, NHS Education for Scotland, May 2019-March 2021

- General admin duty's including managing mailboxes, answering phone calls, arranging couriers and posting internal mail, stationery orders and adhoc admin support.
- Events support
- Seconded to NHS Covid-19 rapid recruitment where I helped in processing PVG, Right to Work & Occupation Health applications
- Diary / meeting management, arranging online conferences, training & meetings via GoTo Webinar , GoTo Meeting & Teams.
- Collect raw data and collate into a presentable format.
- Raise purchase orders and good receipt order once ready.
- Process mapping and formatting for presentations.
- Follow strict GDPR guidelines.

Postion Welfare Services Administrator, PoppyScotland, November 2018-April 2019

- Managing incoming and outgoing welfare enquiries
- Process correspondence (e.g.Welfare cases) as appropriate.
- Work with partner organizations supporting the delivery of Poppyscotland's Welfare Services.
- Take minutes at meetings and creating accessible agendas, resources and meeting notes.
- Process finances in relation to welfare services activity in an accurate and timely fashion including preparing, issuing and payment of invoices.
- Monitor and maintain effective administration systems updating, filing and archiving where appropriate.
- Liaise effectively with The Royal British Legion staff, where relevant, to ensure effective coordination of Poppyscotland services.
- Filter all calls and either forward on to relevant person or department.
- Collecting and organizing all incoming mail and distributing to relevant person or department.
- Following strict GDPR guidelines.
- Booking travel for staff and clients to attend training courses.

Senior Secretary, The University of Edinburgh, June 2018-November 2018

- Daily use of Outlook, Word, Excel, In-House accounting system.
- Reporting any financial issues to head of accounts in a timely manner so the project can keep running with no issues.
- Answering phone calls/emails from internal & external clients.
- Raising and increasing purchase orders for all current estate's projects.
- Managing 6 project managers diaries via Outlook Calendar.
- Events and meeting planning for project managers.
- Daily use of room booking system, Outlook calendar, online catering system.
- Reception cover.
- Weekly meetings with project managers to plan diaries for the upcoming week.

Business Support Administrator, City Of Edinburgh Council, May 2017-March 2018

- Daily use of Access, Excel, Outlook and In-House systems.
- Supporting foster carers with travel, holiday and general money issues.
- Answering phone calls/emails from internal & external clients.
- Minute taken at various panel meetings and creating accessible agendas, resources and meeting notes.
- Following strict data protection protocol within children services.
- Billing internal & external clients for current primary school permit/let.
- Helped oversee process changes
- Training
- First point of contact for new staff if they haave any system or customer issues..
- Complaints handling.
- Project Administration and research work for School Estate Planning
- Manage in-house consultation hub
- Liaise with Senior Managers and update on public consultation statistics.
- Supporting Senior management with Ad hoc administration & PA support.

CORE QUALIFICATIONS

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| • Business development | • Attention to detail |
| • Event coordination | • Social media platforms |
| • Event planning | • Website launches |
| • Digital marketing | • WordPress |
| • Scheduling tools | • Clear communicator |

EDUCATION

HNC

Audio Production /NQ Sound Engineering, Perth College, 2006

Webster High School

Music 2; English 3; I.T 3; History 4; Math 5;