

# HELEN FISH

DOB 09/01/1981

A British Communication graduate who has set up and managed two professional, successful companies. *Through* her academic studies and work experience she has demonstrated that she can adapt to different working environments, is versatile in her ability to undertake tasks and continuously projects a high level of commitment to both team and individual goals. Keen to take on a new exciting career in teaching where she can develop and learn along with her students.

## EDUCATION

Manchester Metropolitan University (2000 – 2003)

BA (Hons) Human Communication Grade 2:2

A broad based course examining the different aspects of human communication. .

Ashton Sixth Form College, A Levels (1997 – 1999)

Droylsden High School for girls (1992 – 1999) - 9 GCSE's grade A – C, including Math, English and Science

## EMPLOYMENT EXPERIENCE

Parliamentary and Healthcare Ombudsman – Personal Assistant to the Director Aug 2009 – Present  
I have been the Personal Assistant to the Director for a year. The role has involved assisting the director with events, arranging meetings, diary management, minute taking and general day to day assistance to help him manage his work load. My Role has required me to manage myself, my own workload and maintain a high degree of professionalism on a daily basis.

Studio Distract -Voluntary work

Since February 2009 I have been working with a company called Studio Distract who are an educational resource multimedia production company. I have been assisting with the research and development of road safety resources and have had input in developing lesson plans and discussion guidelines which can only be benefit and strengthen my career as a teacher.

Siam Reap – Cambodia English lesson volunteering

Whilst Travelling around Cambodia I spent one week in the town of Siam Reap volunteering with a small group of local people learning English. The class was of mixed ages and we assisted the teacher with his execution of lessons. Within the same village I also spent time at an orphanage playing and with the children and helping them learn. The experience was rewarding and fulfilling and I would like further my experience of teaching English in a different culture.

Rose Hill Primary school November 2007 – Dec 2008

Volunteer work with the primary school, helping with lessons and working one to one with individual children who needed specific help, I worked for one month with children for different years to gain experience of the different teaching requirement for different ages.

Turning Point (Dec 2007 – June 2008) (Temporary Contract)

For the past 6 months I have worked as a receptionist at the Head office of a National Drugs and Social care charity. The role required me to liaise with both staff and clients with a degree of professionalism and work with the office manager to ensure that the office ran smoothly on a daily basis. Working for Turning point was an invaluable experience as it introduced me back into the working environment from being self-employed.

Leaf (Self Employed) (October 2006 – November 2007)

I created and set up my own designer planting solutions business. From writing a business plan to securing funding, researching and sourcing products from around Europe liaising closely with a group of designers to create a brand image and website. Skills acquired in the running of the business included importing goods, creating and distributing marketing material arranging exhibitions attending trade shows and developing relationships with new and existing customers.

Running my own business equipped me with whole range of invaluable skills.

The Turf and Landscape Company Ltd / Tuttsport (Director) (August 2005 – July 2007)

For 3 years I was a partner in a small but successful commercial sports landscaping company. My roles within the running of this business included organising all the administration, accounting and marketing. Dealing with staff and employment issues. I communicated with clients on a daily basis and ensured that all aspects of the company office ran smoothly. The success of the business required a great deal of organization and commitment.

## PERSONAL INTERESTS

I am happiest when surrounded by friends keeping busy and living life to the full. I enjoy regular exercise including swimming, going to the gym, aerobics and horse riding and I have passion for travel, experiencing new cultures and meeting new people from all around the world. To date I have travelled to many parts of Asia, Australia, New Zealand, Europe and America. I try to go Scuba Diving at least once a year in a new exotic and exciting location.

Reference – Steven Hanton Director or Studio Distract

Helen Fish attended a structured placement opportunity held at our head quarters in Manchester in early April 2009 and has continued to aid us in the production of educational resources since. We actively produce modern and engaging road safety resources therefore it is very important for us to have educated minds help us in this production process, Helen is just this. Her attention to detail and productive work ethic allowed us to produce and refine many iterations of our lesson plans, discussion guidelines and interactive material to a high standard. Helen fitted in exceptionally well with our close knit team from her first day and her presence is clearly missed for the days she is not with us in the studio. Helen clearly shows that she is proud of the work she undertakes and the passion she has to get everything done on target and to the brief. It goes without saying that Helen's literacy skills are perfectly suited to education. Her understanding of both spoken and written English has never even been negatively highlighted during her placement here. She is one of our trusted proof readers and writes a lot of our discussion guidelines and print copy. Helen was prepared to break test our lessons with people within the studio inside a classroom environment for the benefit of ourselves to find areas in which the resources could be improved. She successfully noted optional improvements and reported back to myself with comments for further development of the lesson plans and resources in general. Helen has a selfless and caring nature and is always willing to help whenever she can be useful in the studio. She is eager to always learn from others in the studio although is very capable of self development. It has been great to see Helen's development of the months and I will be sad to see her move away from the studio although I think teaching is what she has always wanted to do from day one and couldn't imagine someone more suited to the role.

## CONTACT

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