
SUZANNE BORRETT

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SUMMARY

I have gained many skills throughout my quite diverse career from an ordinary shop floor assistant/till operator to founding and developing our present business. 2 years ago, my husband and I got given an opportunity to purchase a tall ship. Together we formed and founded a CIC (Community Interest Company). Since January 2017 I have been the main admin and communications person working on a volunteering basis within the CIC. In November 2017 our CIC was awarded Heritage Lottery funding to start the restoration of our historically registered tall ship.

I am a highly motivated and well organized administrative/communications assistant with many years of

EXPERIENCE

TALL SHIP ZEBU CIC JANUARY 2017 - DECEMBER 2020 TALL SHIP ZEBU CIC.

Founding and developing a CIC company, managing accounts, assisting the project manager with admin tasks, compiling reports, communications, managing all social media platforms including the development and publishing of the CIC website, managing fund raising, marketing, public relations, public engagement, recruiting and coordinating volunteers, organizing events.

ASDA October 2016 - January 2017

Asda Customer assistant. Assisting customers, till operator, customer service counter, shop floor merchandising.

OWN ART BUSINESS

January 2016 - September 2016

Management of the business, accounts, customer service, events and marketing.

MARKS AND SPENCER PLC

September 2015 – January 2016

Customer Assistant. Customer service, till operator, shop floor assistant.

OWN MARKET STALL, SOUTH AFRICA

2008 - 2013

Creating, producing and selling my own art and craft, managing business, customer service, accounts, South Africa. Relocation to the UK.

SAILING CIRCUMNAVIGATION AROUND THE WORLD

1998 – 2001 Private yacht owner. Working as a professionally paid Chief Stewardess/1st Mate on a 60ft sailing vessel.

experience in a variety of working environments. I thrive on providing solid and essential back up to key positions and projects. Having a calm head and meticulous eye for detail ensures that all duties are carried out to the highest standards and in allotted time frames. I am comfortable working as part of a team or independently with a focus on delivering quality administrative and communications support on a continuous basis.

I am also confident and dynamic. I believe I have skills that could be and have been a great asset to past, present and prospective employers.

CORE SKILLS

Strong organizational, on a management level of administrative and general office skills

Workload and time management

Broad knowledge and experience of Microsoft Office

Dedicated and driven and always on task

Confident communicator paying attention to detail

ESTATE AGENT. Man and Co LTD

1995 -1998

Selling residential houses and flats, arranging mortgages, legal, communications, liaising with clients and arranging appointments.

Professional model fitness trainer (FHSAI) and Windsurf British Champion. World travel.

Self-employed.

1985 -1995

Equestrian groom specializing in polo ponies, various casual part time work. Shop assistant, farm work.

1979 -1982

Certification

FSAI certificate, personal trainer/gym instructor

Proficiency award in Estate agency practice

EDUCATION

Heathend Comprehensive School. Farnham, Surrey.

5 C.S.E's English, History, Biology, Geography, French, Art
2 'O' Levels Geography and Art

ACHIEVEMENTS

Sailing circumnavigation around the world

1998 – 2001

Ladies British Speed Windsurfing Champion

1985 - 1987

