



DIANE REVILL

OFFICE MANAGER

SUMMARY

I am an experienced Administrator dealing with many different areas including legal, further education and human resources both within the public and private sectors. Throughout my career, and at Research Consulting, I have always undertaken a variety of tasks to ensure that the whole team is supported with whatever is required no matter how big or how small. I relish the challenges of a small business where I can help support all aspects of the organisation, from opening the post to implementing company wide policies and procedures. I am used to working alone and as part of a bigger team to ensure that all the different tasks that come up every day can be completed efficiently as well as managing the routine tasks.

EXPERIENCE

HR Assistant

Gangmasters and Labour Abuse Authority | 2020 - 2022

Business Support Manager

Leo's Children's Nurseries Ltd | 2015 - 2020

PA to the Principal's Secretariat

Isle of Wight College | 2013 - 2015

Administration Assistant

Leo's Children's Nurseries Ltd | 2008 - 2013

HR Assistant

Futures Housing Group | 2007 - 2008

Legal Secretary

MacLaren Britton Solicitors | 1998 - 2007

AREAS OF FOCUS

- Office management
- Diary management
- People management
- Maintain resources
- Financial support
- IT support
- Marketing
- Health and Safety

QUALIFICATIONS

CIPD Level 3 Certificate in People Practice

West Notts College | 2023

Association of Accounting Technicians Level 3

Babington College | 2014

NVQ Administration Level 2

Nottingham College | 1997

TRAINING

- First Aider
- Mental Health First Aider
- Equality, Diversity and Inclusion

CONTACT



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