

Tanya May

Personal Assistant



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Professional Profile

Dedicated Personal Assistant with over 8 years of experience in administrative and coordination roles, predominantly in higher education and healthcare settings. Certified Administrative Professional (CAP) with a background in Business & Communications. Proven expertise in event coordination, stakeholder liaison, and strategic planning. Proficient in a range of industry software including Microsoft Office Suite, QuickBooks, and Slack.

Core Skills

- Calendar Management
- Stakeholder Communication
- Office Suite Proficiency
- Staff Training & Development
- Event & Meeting Coordination
- Strategic Planning & Organisation
- Document & Report Preparation
- Budget & Expense Management
- Correspondence Handling
- Travel Arrangements & Logistics

Career Summary

May 2020 - Present

Birmingham University, Birmingham
Personal Assistant to Vice-Chancellor

Outline

Provide vital support to the Vice-Chancellor, managing complex schedules, coordinating high-profile events, and serving as a liaison between departments.

Key Responsibilities

- Oversee the Vice-Chancellor's calendar, ensuring efficient time management and meeting prioritisation.
- Coordinate university events, including faculty meetings, student orientations, and official university ceremonies.
- Prepare documentation, presentations, and correspondence for the Vice-Chancellor's office.
- Facilitate communication between the Vice-Chancellor and the university's various departments.

Key Achievements

- Implemented a digital scheduling system, improving meeting organisation and reducing scheduling conflicts by 40%.
- Coordinated a successful virtual graduation ceremony in 2021 attended by over 10,000 participants.

Feb 2017 - Apr 2020

Midlands Medical Centre, Birmingham
Senior Administrative Assistant

Outline

Managed daily operations for the administration department, supporting clinical staff, and ensuring streamlined patient experiences.

English For Personal Assistants

Annie Broadhead, Ginnette Light



English For Personal Assistants:

English for Personal Assistants Annie Broadhead, Ginnette Light, 2007-05-24 This book is specifically aimed at German speaking secretaries PAs and management assistants who need to speak English in their daily work This book enables you to deal with a range of challenging situations in the most effective and efficient way It provides guidelines models and expressions contextualised in realistic situations that you can dip into on a need to basis *english@office* Ginnette Light, Annette Rompel, 2012-12-22 You've probably experienced that several times in business and on holidays English is the language that helps you make yourself understood English is the magic key for all occasions also in your own country More and more Germans do need English in their daily international business e.g. when they are corresponding with their business partners or colleagues from other subsidiaries of their own company For non native speakers it is not always easy to communicate although their language skills are on a solid level But for sending a message with colours impact and clarity or to understand the humor and the idioms of your counterpart there is more to know about a language than only grammar and vocabulary This special edition will help Personal Assistants to refresh their English Skills on job related topics The issues are selected especially for Secretaries and Management Assistants English: skills for learning The Open University, 2016-02-25 English for Social Work J.A. Keuning, 1994 **Collins Cobuild Advanced Dictionary of English** Harper Collins Publishers, 2016-02-17 This dictionary of American English is designed to help learners write and speak accurate and up to date English Ideal for upper intermediate and advanced learners of English Based on the Collins 4.5 billion word database the Collins Corpus Up to date coverage of today's English with all words and phrases explained in full sentences Authentic examples from the Collins Corpus show how English is really used Extensive help with grammar including plural forms and verb inflections Fully illustrated Word Web and Picture Dictionary boxes provide additional information on vocabulary and key concepts Vocabulary building features encourage students to improve their accuracy and fluency Word Partnership notes highlight important collocations Thesaurus entries offer synonyms and antonyms for common words Usage notes explain different meanings and uses of the word Supplements on Grammar Writing Speaking Words That Frequently Appear on TOEFL and TOEIC Text Messaging and Emoticons **The English Dialect Dictionary**, 1886 **Mnemonic English Learning** Abdüllatif Ofli, 2023-07-26 Mnemonic reference featuring nuanced definitions idiomatic expressions and extensive word coverage to aid young adults and academics in enhancing their lexicon to master English the honest way for native fluency Mnemonic Learning is an engaging and authentic dictionary with a holistic approach to sophisticated language training Conceptual mapping facilitates each query to link with many others in dozens of different ways by interactive and native content for thousands of refined expressions words phrases collocations idioms proverbs and exclusive concordances Key terms each connected to the main term with variations at different rates are cultivated under 17 sections catering to proficient English speakers to escape from intermediate to advanced levels

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to embrace the future of education This book will empower educators and administrators to build an innovative and inclusive educational environment with the assistance of AI Parents will benefit through deepening their understanding of AI and how it guides students toward success

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