

DEBORAH CHALCROFT | PERSONAL ASSISTANT

A super organised and competent Personal Assistant with over 19 years' experience in both private and business support. Works efficiently with a logical approach. Resourceful, able to anticipate needs and be proactive. Very discrete and comfortable working in a high-profile or private environment.

EXPERIENCE

FREELANCE PA

VARIOUS CLIENTS

JANUARY 2022 – PRESENT

Since becoming a Freelancer I have worked with a HNWI, Private Individuals, a Bespoke Travel Company, and a Global Events Company. My main client owns 3 companies, a Boutique Luxury Holiday Let company being her main focus. I support both her and her husband in their business and personal lives.

- Diary management and arranging personal appointments.
- Travel arrangements.
- Inbox management.
- Coordinating property sales and purchases.
- Overseeing property refurbishments, including budgets.
- Arranging property maintenance and liaising with contractors.
- Arranging insurances.
- Bank statement reconciliation.
- Sourcing products and shopping.
- Handling bookings and providing a concierge service to the guests of Bray Cottages.

PRIVATE & BUSINESS PA TO HESTON BLUMENTHAL OBE

THE FAT DUCK GROUP, BRAY

AUGUST 2007 – NOVEMBER 2017 & MAY 2019 – AUGUST 2021

I started working with Heston back in 2007 on a maternity cover contract, before being offered the role permanently a year later. After 10 years, I was unfortunately made redundant, and was then invited to return in 2019. In the 12 years I carried out this role I was responsible for managing all aspects of Heston's personal and business life; business spanning 4 restaurants, multiple TV series and books, and high-profile brand partnerships, in the UK and overseas.

- Diary management across multiple time zones for all business and personal appointments.
- Comprehensive international travel arrangements for both business trips and holidays.
- Extensive personal life support including household management, property refurbishment, liaising with lawyers and accountants, arranging insurances, submitting healthcare claims, errand running, sourcing products and shopping.
- Helping with ad hoc requests from family members.
- Working alongside Heston's Agent and Publicist to organise and schedule all commercial and media commitments, proactively planning and managing activities and deadlines.
- Liaising with Production Companies and Publishing Houses on TV and book projects.
- Event planning of high-profile private functions.
- Screening calls and dealing with all email and written correspondence.
- Managing all charitable requests and donations.
- PA support for the Managing Director of The Fat Duck Group.
- Managing a support team of two Personal Assistants, a Housekeeper, and Chauffeur.

PRIVATE PA TO HNWI*APRIL 2018 – MARCH 2019***PRIVATE HOUSEHOLD, HENLEY ON THAMES**

A fixed term maternity cover contract based at the Oxfordshire Estate of the late George Harrison. Assisting Mrs Olivia Harrison with her day-to-day life and extensive travel arrangements.

- Comprehensive luxury travel arrangements, including private and commercial.
- Arranging personal appointments, booking theatre and exhibition tickets.
- Liaising with the security team on the principle's movements and travel plans.
- Liaising with the household staff at the principle's main residence and overseas homes.
- Extensive personal shopping including designer clothing, antiques, rare books, gifts, and bespoke items.
- Renewal of memberships and subscriptions.
- Arranging charitable donations on behalf of the family's foundation.
- Replying to correspondence and fan mail.
- Assisting the Principle's son and his partner when in the UK.

PA TO MARKETING DIRECTORS*FEBRUARY 2004 – JULY 2007***MICROSOFT, READING & LONDON**

3 separate contract PA roles, supporting Directors in the Business Marketing Organisation at the Head Office in Reading and the MSN office in London.

- Comprehensive email and diary management.
- Travel arrangements within the UK, US, and Europe.
- Attending meetings, producing agendas and minute taking.
- Arranging offsite meetings and customer events.
- Preparing and monitoring expense claims.

PREVIOUS EXPERIENCE**IT TEAM ADMINISTRATOR***OCTOBER 2001 – FEBRUARY 2004***CIT GROUP, BRACKNELL****PROGRAMME ADMINISTRATOR***JUNE 2000 – SEPTEMBER 2001***CABLE & WIRELESS, BRACKNELL****ADMINISTRATOR & COMPUTER OPERATOR***SEPTEMBER 1997 – JUNE 2000***CITROEN UK LTD, SLOUGH****SKILLS**

Organisational and time management. Complex travel arrangements, including commercial and private, visas, health requirements, etc. Advanced Microsoft Office and good knowledge of Apple products. Confident communicator at all levels. Discretion and professionalism. Ability to work autonomously. Proactive and resourceful.

CONTACT

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