

SARAH MARESCHALL

TELEPHONE:

07904 467625

E-MAIL:

sarah.mareschall@scb-sec.co.uk

KEY SKILLS:

Event and Diary Planning
Preparing Annual Reports
Advising on Governance (AGMs etc)
Committee papers and Minutes

Transcripts of Recorded Interviews/Meetings
Arranging and Managing Conferences
Bookkeeping
Report Writing

EMPLOYMENT HISTORY:**SCB Secretarial Services - Owner****August 1999 to current**

Providing high quality freelance secretarial, minute taking and administrative support to clients including:

- national charities, County Councils and school governing bodies
- a QC, several barristers and two firms of criminal defence solicitors
- the CEO of a rapidly expanding online technology company and the UK Director of an international recruitment company

In addition to maintaining SCB Secretarial Services throughout this period I have also, on occasion, been employed directly by other organisations in part-time roles as follows:

Hertfordshire County Council - Report Writer, Child Protection Unit**Dec 2009 to Feb 2016**

Initially on a freelance basis, but becoming an employee as hours increased. Attending case conferences, working closely with conference chairs, and generating a consolidated report of risks, concerns and improvements, and drafting the protection plan. Training incoming report writers and assisting others with technical challenges.

Hertfordshire County Council - Senior Secretary for Child Litigation Unit**Jan 2005 to Mar 2008**

Case preparation & indexing court bundles; renewing rolling Interim Care Orders; drafting correspondence & responses to Ombudsman matters; and managing a team of 6 secretaries.

Essex County Council - PA to Head of Children Law Team**Jan 2004 to Jan 2005****Kelly Solicitors - Partner's Secretary, Criminal and Childcare Public Law****May 2001 to Dec 2003**

Initially freelance, but moving to employee as working hours increased. Included attending Counsel at Court taking notes and assisting with paperwork

Maternity Career Break**Apr 1996 to Aug 1999**

During which I acted as Company Secretary to a charity, minuting meetings & undertaking general admin, leading to the formation of SCB Secretarial Services as I took on additional clients.

Radcliffes & Co, Solicitors, Westminster, London SW1 - Partners Secretary**Apr 1986 - Apr 1996**

Secretary to three Company Commercial partners. Company Secretary to client companies

Berrymans, Solicitors, London EC3 - Secretary**Sep 1985 - Mar 1986**

Personal Injury High Court Litigation Department

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EDUCATION AND QUALIFICATIONS:

O levels: (1983) - Hatch End High School, Harrow

English Language; English Literature; Mathematics; Biology; French; Music; Business Studies; Latin, Accounts

A levels: (1985) - Harrow Weald Sixth Form College

Music; Business Studies; English Literature

Level 3 Professional Diploma in Law (Institute of Legal Executives) - July 2008

Resources

I am proficient with MS Office packages including Publisher. I work for clients via Citrix links onto their own case management systems, and have experience with the differing case and document management systems of each of the local authorities for whom I have worked. I also use various different forms of transcription software. I am able to maintain websites utilising Wordpress and have no issue with cross training to other platforms, and am familiar with Instagram, Twitter and other social media platforms. I am familiar with and have used the digital bookkeeping packets Quickbooks and Xero.

General

I live in Brandon, near Ipswich, and hold a full driving and motorcycle licence. I have a rolling enhanced DBS Certificate. When not working I enjoy singing with several choirs.

EMPLOYMENT REFERENCES:

Bryan Duffy

Chairman, MBOMBO Ltd and Each Person Ltd

b.duffy@iatltd.com

Telephone: 01920 438485

Professor Jose Chambers CBE

Trustee and Chair, Comino Foundation

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