



Aimee Stewart

Tcap Finstam

Strategic Executive Assistant |
Finalist, The PA Way Awards &
The West Midlands PA Awards
| Private EA at OxVEA

📍 Oxford, UK

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Languages

English (Native)

French (Basic)

German (Basic)

Greek (Basic)

About

Experienced Executive Assistant with a demonstrated history of working in the research industry. Skilled in Microsoft Word, Administration, Management, Oracle Financials, and Microsoft Outlook. Strong administrative professional studying towards a Bachelor's degree focused in Law from The Open University.

BRANDS WORKED WITH

New College, Oxford

Cats Protection

University of Oxford

CARPENTER CATERING LIMITED

Maison Blanc

The Harbour Bar

Experience

● EA and Events Organiser to the Warden

New College, Oxford | Apr 2023 - Now

- Long horizon diary planning and predicting what demands will be put on the Warden's diary many months in advance.
- Managing the Warden's Household.
- Line manager for the Household staff.
- Running multiple events each week from beginning to end.
- Booking personal appointments.
- Keeping the Warden informed on diary changes and preparing a daily diary each day.
- Ensuring continuity in the Warden's office so that it continues to operate effectively in his absence by, for example, referring matters where appropriate to College Officers.
- Organising and maintaining efficient filing and database systems (paper and electronic).
- Responding to incoming mail (by post or electronically).
- Submitting expense claims.
- Taking dictation and typing up voice memos.
- Researching and preparing briefing papers, preparing and managing correspondence, reports and documents.
- Ensuring that the Warden has the correct papers in advance of any meetings.

Events

Plan social, academic and other events in the Lodgings, ensuring that they are entered into the diary and College systems in good time and that the staffing and support are in place to ensure the success of events. This may involve the engagement of agency staff and contract caterers as necessary, plus liaising with catering, College food services and the serving staff within the Lodgings to ensure the correct table plans, wine selections, menu cards, etc are all in place before the event

The Lodgings

Hold briefings with the Lodgings housekeeping staff and the Lodgings Catering & Events Supervisor, go through the Warden's diary and give instructions relating to the requirements for the day/week/month.

With the support of the Accommodation Manager and Clerk of Works, ensure good housekeeping and that the historic building is kept in good order.

Travel arrangements

- Administering travel and accommodation arrangements, both within the UK and internationally.
- Producing detailed travel itineraries.



● Treasurer - Oxford & District Branch

Cats Protection | Jul 2021 - Nov 2023

Treasurer, Branch Committee Member, Branch Gift Aid Officer, Volunteer



- **Executive Officer**

University of Oxford | Jan 2018 - Apr 2023

As Executive Officer supporting the Director of the Oxford Transplant Centre, and CMO/Founder of a Limited Company, I am responsible for the day-to-day running of the office. My main duties include arranging diary commitments to ensure that all clinical duties, appointments, meetings, conferences, and travel are scheduled, arranging internal and external meetings and ensuring all relevant paperwork is prepared and circulated in good time, making travel arrangements, and completing registrations for national and international conferences, and handling enquiries by phone, email or letter. The role also requires the production of documents, reports, and presentations for confidential meetings, expense and account management and ensuring all visiting doctors and students to the Oxford Transplant Centre complete the required administration in good time for their placement with us. I am also required to keep a detailed record of the finances for several large research grants, manage spending and distribution of funds and ensure payments into both personal and professional accounts are dealt with in a timely manner.



- **Personal Assistant and Research Group Administrator**

University of Oxford | Mar 2016 - Jan 2018

Providing PA support to the Associate Head of the MPLS Division, including but not limited to; complex management of a busy diary, travel arrangements (including visa applications and itinerary organisation), management of travel expenses, fielding calls and emails from external and internal sources. Also providing administrative support to the Biomedical Image Analysis Group with the IBME, part of the Department of Engineering Science, including placing orders, arranging travel for Principal Investigator's and Researchers, managing large project budgets and spends, organising meetings (including organising catering, permits and visitor passes), assisting in the organisation of conferences, processing new students to the group and providing support to existing students. The heavy workload changes on a day-to-day basis and requires strong organizational skills and a high level of communicative skills.



- **Office Administrator**

University of Oxford | May 2015 - Feb 2016

Working under the Executive Assistant of the Human Immunology Unit at the Weatherall Institute of Molecular Medicine, providing administrative support to both the Unit Director and Principal Investigators' within the unit. Duties including, but not limited to - accurate record keeping and diary management, organizing travel and accommodation for the department's PI's and their lab members. Organising various seminars on a weekly basis, including inviting guest speakers, arranging accommodation, catering, internal and external advertising and any other associated requirements. Managing a heavy workload and prioritising efficiently, ensuring all tasks are completed in a timely manner.

- **Steward**

CARPENTER CATERING LIMITED | Sep 2014 - May 2015

Responsible for the management and maintenance of the Medical Students' Clubhouse. This includes running a busy kitchen; selecting and preparing food, stock control and ensuring HSE guidelines are followed. Managing a busy administrative workload, including corresponding with members of OUHT, OU Alumni and members of the public. Keeping an up to date and accurate diary both online and on paper, organising a busy bookings calendar and ensuring all correspondence is correctly and precisely documented. Regularly working to tight deadlines to ensure events and teaching groups encounter no problems. Use of all aspects of MS Office.



- **Assistant Manager**

Maison Blanc | Jan 2014 - Aug 2014

Managing the store in the absence of the manager, inputting all order receiving, new orders-both customer and for the shop, and food and stock orders for the kitchen on a daily basis. It also requires close monitoring of all product waste, assuring daily orders are adjusted as required

and any trends in sales are recognised on a weekly basis. The role also involves daily banking, cashing up, and preparing the till and safe floats for the following day. A high level of customer focus is also required, as is being able to multi task and work efficiently, balancing an often times heavy work load while remaining level headed and calm. The majority of in-house ordering is done using FMISPOS, with all third party orders, as well as daily sales, P&L, COS and banking figures, are entered using Microsoft Excel and forwarded via email to the relevant companies.



- **Host**

The Harbour Bar | Mar 2007 - Nov 2013

Opening a busy tourist bar in the mornings, making and serving drinks, serving customers from a wide range of backgrounds, from 'All Inclusive' to celebrities and 'European' Royals.

Responsible for making people smile.

Education & Training

1996 - 2002

- **Sir Roger Manwood's Grammar School**

A Levels,