

**CURRICULUM VITAE**
LEAH PURVIS
BA(Hons)

BRIEF SUMMARY

Leah has over twenty years' experience within the construction industry, with particular expertise in Building Surveying, Compliance Surveys and Project management. Leah's role in the firm is key to all matters regarding Housing Disrepair and Building Surveying services, ensuring that proceedings run efficiently at all times.

CAREER SUMMARY**March 2019 – Present****Somerset Consult – Housing Disrepair Administrator**

Since joining Somerset Consult Leah has been managing all matters regarding Housing Disrepair and Building Surveying.

Leah's roles include but are not limited to:

- Liaising with law firms, clients and surveyors;
- Organising Housing inspections with both clients and surveyors;
- Attend sites as and when deemed necessary;
- Review documents and Reports submitted by Surveyors and correct where necessary;
- Create and ensure databases are up to date at all times; and
- Support marketing ideas and company growth.

December 2005 – Present**Harcroft Consulting Limited – Office Manager**

Since the formation of the company in 2005, Leah has played an active role in the company and has been involved in identifying new business and marketing opportunities.

Leah's roles include but are not limited to:

- Setting up and managing the company and office;
- creating the accounts system which is still used;
- Submitting VAT returns and invoicing;
- Design of company stationary and marketing material;
- Prepare and co-ordinate marketing materials;
- Overall management of office environment;
- Organisation of office;
- Answering phone calls;
- Greeting clients;

- Printing, copying and scanning; and
- Filing of documentation.

January 2014 – January 2017
Smitham Primary School – Teaching Assistant

Leah role as a Teaching Assistant was primarily with Nursery and years 1 to 5.

Leah's roles includes but were not limited to:

- Working with children of lower ability as well of those with Special Education Needs;
- Tailoring set tasks to suit individual learning ability; and
- One to one tutoring to those needing extra help under guidance of the teacher.

October 2003 – November 2005
Freelance Graphic Designer

- General graphic design work for local businesses and the NHS, working on logos, company stationery, leaflets, brochures etc.

May 1998 – October 2003
Graphic Designer

- Working as an in-house designer producing marketing and programme support material, advertising and corporate identity for various in-house clients such as Carlton London Restaurant Awards and ITV Year of Promise.

EDUCATION AND PROFESSIONAL MEMBERSHIPS

- 1997 BA(Hons) Graphic and Media Design, London College of Printing
- 1991 Pre-Degree Foundation in Art and Design, Reigate School of Art and Design
- 1987 RSA Diploma in Secretarial and Business Studies, East Surrey College
- 1985 O Levels: English, English Literature, French, Art, Commonwealth Lodge School, Purley

REFERENCES

References can be provided on request.
