

**CANDICE ELIZABETH ASHBY**  
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**EXPERIENCE:**

**October 2008 to Present**

**Picture That, LLC**  
**Research & Editorial Associate**

As an associate for Picture That, LLC, I am responsible for researching information surrounding the subject of art and diversity, and then writing articles that support this programme. Picture That provides their clients with magazines and newsletters that speak to the diversity of their employees. The articles in these forms are distributed to as many as 30,000 employees per company.

**June 2008 to September 2008**

**Metronet Rail (Morson International)**  
**Programme Management Officer**

In the role of PMO, I organized and co-managed the Gates Process, a programme designed to instruct Project Teams on the deliverables required to pass them through each phase of the modernization or refurbishment of a tube station. In compliance with guidelines set by London Underground (LU), I audited essential documents in order to determine a team's readiness to present their case to Senior Management for Gate approval. I also worked with the compliance team after a merger to integrate Metronet Alliance Gate systems with Metronet Rail system.

**May 2007 to May 2008**

**Metronet Rail (Select Appointments and Morson International)**  
**Personal Assistant/Administrative Assistant**

As a temporary Personal Assistant supporting the Stations Director, my role included large scale projects as well as typical and transferable Admin duties. Upon accepting the position, I assisted in developing a more efficient process of reporting work plans for Underground Tube Stations across the city of London. I was given the duty of organizing and updating reporting forms and submissions on a weekly basis. Additionally, my responsibilities included updating, organizing and maintaining information for the Alliance Duty Officer (ADO) programme – a rotation of duties officers on 24/7 emergency call. I also supported the Stations supervisor by performing typical administrative duties including scheduling meetings, organizing emails and typing letters.

**Summers 2005 and 2006**

**Atos Origin (Select Appointments)**  
**Personal Assistant**

As a temp, I performed PA duties in Atos Origin, a high profile IT company with offices in Central London. It was my duty to support three professionals and their support teams in the Finance department by creating PowerPoint presentations, and taking the lead on projects by organizing and gathering data from other departments. I also performed transferable duties such as, scheduling, updating urgent documents, distributing material to clients, answering phones and liaising with employees in a professional manner. In the summer of 2005, worked in Atos Origin's Voice Services department where I mainly worked in a project-oriented capacity using Microsoft based applications to create spreadsheets with complex formulae, processed invoices for payment and typed letters.

**September 2002 to September 2004**

**J.P. Morgan Partners, LLC**  
**Executive Administrative Assistant/Finance Dept.**

As an Executive Assistant in the Finance Dept., my duties included aiding Vice Presidents and a team of Finance Professionals in updating and pulling information from technical financial databases such as SBA, Investran, Portfolio Review, and ePay Direct. Duties also included assisting entire NY Finance Department with electronically processing Expense Reports through the ePay Direct system. Additionally, I was responsible for creating and editing presentation documents and spreadsheets in MS Word, Excel, and PowerPoint, answering phones, maintaining calendars, scheduling meetings, copying, faxing, weekend packages, filing and occasionally taking the lead on large scale projects.

**January 2002 to September 2002**

**J.P. Morgan Partners, LLC**

**Executive Administrative Assistant/Investor Relations**

As an Executive Assistant for a Managing Director in Investor Relations, my duties included leading a team of temporary assistants in large-scale projects to organize and distribute tax forms, checks and legal documents to investors in different financial funds. Also, created and edited presentation documents in MS Word, Excel, and PowerPoint as well as created and updated databases in MS Access. Responsibilities also included answering phones, maintaining calendars and scheduling, typing letters, memos and other documents, receiving and sending email, faxing, copying, weekend packages and serving investors in a professional manner.

**October 2001 to January 2002**

**Taylor Hodson Employment Agency**

**JPMorgan Partners / Investor Relations**

As a temporary Executive Assistant for Investor Relations, my duties included creating and editing presentation documents in MS Word, Excel, and PowerPoint as well as creating and updating databases in MS Access. Responsibilities also included the distribution of mail, answering phones, maintaining calendars and scheduling, typing letters, memos and other documents, receiving and sending email, faxing, copying, weekend packages and serving investors in a professional manner.

**March 2001 to October 2001**

**Taylor Hodson Employment Agency**

**JPMorgan Partners / Temporary Floater**

My responsibilities included the distribution of mail, answering phones, maintaining calendars and scheduling, typing letters, memos and other documents, receiving and sending email, faxing, copying, weekend packages and managing T&E reports for JPMorgan Partners, Principals & Associates.

**September 1998 to February 2001**

**Adecco Employment Agency**

**Administrative Assistant (Temporary Positions)**

Had multiple responsibilities such as the distribution of mail, answering phones, maintaining calendar and scheduling, typing letters, memos and other documents, receiving and sending email, faxing, copying, and creating slides, documents & spreadsheets using PowerPoint, Word, Access & Excel. Worked for high profile companies such as: Citibank, Bell Atlantic, and Einhorn Yaffee Prescott.

**February 2000 to March 2000**

**Adecco Employment Agency**

**Special Representative Contractor / Bell Atlantic aka Verizon**

Duties included creating & updating large database for Bell Atlantic City Sidewalk Project.

**September 1998 to October 1998**

**Adecco Employment Agency**

**Administrative Assistant / Citibank**

Duties included working on 50-page PowerPoint presentation under deadline. Assisted Vice President of department with presentation and regular administrative duties such as filing, copying, faxing, updating Excel spreadsheets, typing letters in MS Word, maintaining calendar, scheduling meetings and conference calls, and ordering office supplies.

**EDUCATION:**

- ◆ Springfield Gardens High School - Academic Diploma
- ◆ Borough of Manhattan Community College – 3 Conversational Spanish Courses (Beginner’s, Intermediate & Advanced)
  - Non-credited courses
- ◆ Cornell University/Chase Program – Year One – Dynamics of Interpersonal Communication, Written Communication and Public Speaking
  - GPA 3.80
- ◆ American Intercontinental University of London
  - GPA 3.61
  - Awarded placement in Scholarship program in MES Department as a Media Technician for 6 terms
  - Editor-in-Chief on School Paper
  - On the Dean’s List every term for two academic years
- ◆ Goldsmiths University of London – Media and Modern Literature BA (HONS) Program
  - Chief Editor on *Green Earth Magazine*
  - 2.1 Grade
- ◆ University of Westminster – MAJI – Masters in Journalism International
  - Deputy Editor and Chief Sub-editor on *Muse Magazine*
  - Chief Editor and Sub-Editor on *Diversity* website
  - Due to complete in September 2010

**SKILLS:**

- **Basic Web design in Adobe Dreamweaver CS4**
- **Full operation knowledge of the following systems:**

**PC:** Windows Vista and XP, MS Excel, PowerPoint, Word, MS Windows, WordPerfect for Windows, Peachtree Accounting, Q&A, MS Word, MS Access 2000, Microsoft Outlook, Lotus Notes Express, MS Explorer, Portfolio Review, Netscape Communicator, Datatel and SBA.

**MAC:** Standard Macintosh Operating System, Adobe CS4 Indesign, Dreamweaver and Photoshop

**ACCOMPLISHMENTS:**

- ◆ Employee-of-the-month at Taylor Hodson Employment Agency in November of 2001.
- ◆ Hired as an independent contractor to teach employees MS Excel 2000 at *Einhorn Yaffee Prescott*, an Albany based Architecture Firm in March of 2001.
- ◆ 4 Service Star Awards from JPMorgan Chase for performance excellence.

**VOLUNTEER WORK:**

- ◆ Chase Global Days of Service - Habitat of the Humanities – Volunteered to help build a house for lower income families - October 2002, Brooklyn, NY
- ◆ Chase Global Days of Service - Park Slope Soup Kitchen – Served the homeless in Park Slope, Brooklyn for Halloween - October 2003, Brooklyn, NY
- ◆ Big Brother Big Sister Fund Raising Dinner – Assisted as a waitress, serving food to tables and greeting donators. - February 2004, Martha’s Vineyard, MA

**REFERENCES:**

Furnished upon request