

Curriculum Vitae



Julie Rae

Professional Experience

2003 – to date	Training Manager - Noble Asbestos Consultancy Ltd
2000 – 2003	Housing Manager – Royal Naval & Royal Marines Families Association
1999 - 2000	Database Developer – Plymouth College of Further Education
1998 – 1999	Personnel Administrator – Ministry of Defence
1995 – 1998	Assistant Bar Manager – WO & SR's Mess HMS Drake
1993 – 1995	Assistant Bar Manager – Kings Tamerton Social Club
1990 – 1993	Accounts Assistant – MGC Technical Services Ltd
1986 – 1990	CAD Technician – ML Engineering Limited

Training Manager of Noble Health and Safety Consultancy Limited 2003 – date

My role involves organising and promoting all Noble's training courses. This involves interacting with our clients who vary from Human Resource Officers, Health & Safety Officers, within Local Authorities, Managing Directors of Large and Small Businesses and the Self Employed, establishing their training needs and budget allocation for training. I am also responsible for organising our yearly National Conference, this involves liaising with speakers and venues, working within a set budget and marketing potential delegates.

Housing Specialist - 2000 - 2003

My role as Housing Specialist was to represent the concerns of Naval Families regarding Housing issues to The Managing Director of The Defence Housing Executive (DHE) and Senior Military Officers including The Second Sea Lord and the Armed Forces Minister. As a member of the Housing Committee I was involved in representing the views of Naval Families within Consultative Documents for Policy Change. At the a grass roots level I advised Naval Families on their entitlement to housing and where it became apparent DHE were not providing appropriate Housing I acted as an intermediary.

Database Developer - 1999 – 2000

I was employed on a 12 month contract to develop a database which recorded NVQ training for Somerfield Stores. This involved interacting with the Managers and staff of Somerfield and attending regular meetings with The Managing Director.

Personnel Administrator – 1998 - 1999

I was employed in a Gapped Naval position to administer and update the personnel database within The Fleet Support Group. I provided monthly updates on personnel levels to the Commanding Officer and dealt with joining and leaving requirements of Naval Personnel.

Assistant Bar Manager - 1993 – 1998

The position involved responsibility for the general running of the bar, cash reconciliation, and stock replenishment.

Accounts Assistant - 1986 –1990

The position involved the maintaining the Company Accounts, Petty Cash, etc

CAD Technician - 1999 – 2000

Providing drawings on new Signals for Clapham Junction

Qualifications

- BA(Hons) Information Technology with Public Relations
- A'Levels – Art
- GCE's – English Language, Biology, Art, Classical Studies, Maths, General Science
- CSE's – French, Environmental Studies
- First Aid at Work
- Employment Law