

AK.
10-12-82

26 Caerleon Avenue
Bitterne
SOUTHAMPTON
SO2 5JX

Tel: S. 446679

9th December 1982

Mr Syd Raccani
PER
62-64 High Street
SOUTHAMPTON
SO9 2EG

Dear Mr Raccani

Personnel Officer - Temporary

I read with interest your recent advertisement in the Echo and wish to be considered for the above vacancy.

My CV is enclosed and you will see from this that I have two years' experience across the board in a Personnel Department, including responsibility for recruitment of admin staff and engineers. In addition I have wide administrative experience and a background in education.

I have left my last employment and am seeking work in Southampton, where I reside. I should be pleased to have the opportunity to discuss this vacancy further and supply any other details. I am 36 years of age and have a current driving licence.

I look forward to hearing from you.

Yours sincerely

Susanne Cooke

SUSANNE COOKE

109676560

CURRICULUM VITAE

SUSANNE COOKE 26 Caerleon Avenue
Bitterne
SOUTHAMPTON SO2 5JX

EDUCATION, TRAINING & QUALIFICATIONS

BSc Applied Science, Certificate in Education
RSA Diploma for Personal Assistants (Distinction) - Office
Management, Practical Correspondence, Law & Procedure of Meetings
AIPM Parts I & II Psychology, Statistics, Sociology, Economics,
GPM, Industrial Relations, Project:Performance Appraisal
3-day Practical Interviewing Skills (Industrial Society)
Officer training RAF Henlow

WORK EXPERIENCE AND ACHIEVEMENTS

- Since June 1981 ADMINISTRATOR, Vicon Industries (UK) Ltd, Portsmouth
European distribution centre for CCTV security
equipment manufactured in USA
- Responsible for design and development of admin
policy and procedures inc credit control, sales admin,
bookkeeping and payroll, reception, office and site
services (control of 4 staff); Youth Opportunities
Scheme. PA service and personnel management advice to
MD. Set up and devised all necessary procedures for
this new company and introduced various personnel
procedures eg briefing meetings, job descriptions.
Increasingly involved with budget analysis and control,
but quickly outgrown this small company.
- 2 years PERSONNEL OFFICER, Pye Business Communications, Cambridge
Marketing/engineering environment, 320+ staff
- Responsible for recruitment of admin staff, engineers
and salesmen and all related procedures and activities,
counselling and welfare, induction training, statistics,
personnel records, employee relations etc. Promoted
twice. Left to attend full-time course to gain
professional qualification.
- 2 years Various admin roles in commerce/industry, inc supervision
of customer liaison dept (consumer electronics) and
administration of charitable puppet theatre co involving
liaison with LEAs, schools, arts centres and theatres.
- 3 years WRAF EDUCATION OFFICER (Flight Lieutenant)
3-year short-service commission
- In addition to teaching, responsible for wide range of
admin duties: courses and examinations, library/informa-
tion centre, nursery schools, Mess entertainments, etc.
Designed and edited for 18 months house magazine
(readership approx 1500).
- 3 years MATHEMATICS TEACHER
Ages 11-18+, up to and including 'A' level

ADDITIONAL INFORMATION

Current driving licence
Interests include Sports, painting, studying (Open University)
Currently attending Dale Carnegie Human Relations/Communications
course

AIMS

I am seeking a professional personnel/administration role in a
progressive organisation with opportunities to apply and develop
experience and training in these fields.

October 1982

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CONFIDENTIAL.

REF. /

Application Form

(To be completed in candidate's own handwriting.)

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Surname COOKE
First Names SUSANNE
Home Address 26 CAERLEON AVE
BITTERNE, SOUTHAMPTON Tel. No. (if any) 446679
Date of Birth 1.8.46 Place of Birth EGYPT
Nationality BRITISH Religion —
Married/Single SINGLE Ages of Children (if any) N/A

EDUCATION.**SCHOOL.**

Name of Schools	Place	Number of pupils	Age on leaving
CANTON HIGH SCHOOL CARDIFF	CARDIFF	300	18

FURTHER EDUCATION. This should include University and/or Professional training, whether full- or part time.

College	Place	Length of residence or course	Age commenced	Age completed
UWIST	CARDIFF	3 yrs	18	21
BRISTOL UNIV	BRISTOL	1 yr	21	22
CAMBRIDGE CAT	CAMBRIDGE	1 yr	28	29
PORTSMOUTH POLYTECHNIC	PORTSMOUTH	1 yr	33	34

Any explanatory remarks you may wish to make on the above:—

EXAMINATIONS

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SCHOOL (e.g., G.C.E. Ordinary Level or Advanced Level).

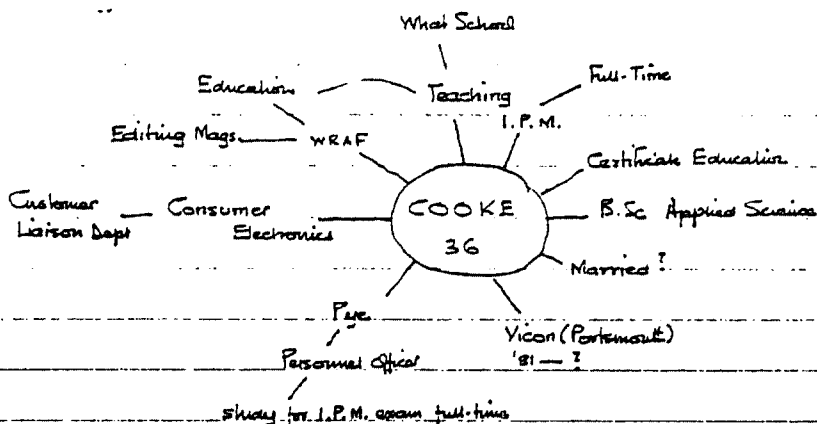
Name of Examination	Age	Subjects				
		DIST./V.G.	GOOD	CREDIT	PASS	FAIL
GCE 8 O Levels	16					
GCE 3 A levels	18					

HIGHER EXAMINATIONS. State University or Professional examinations taken, together with the subjects and the standard attained.

Name of Examination	Age	Subjects Taken and Result
B Sc Applied Science	21	Mathematics & Chemistry Degree awarded
Certificate in Education	22	Awarded
RSA Diploma for Personal Assistants	29	Communications, Office Mgt, Law & Procedure of Mgt's, Practical Correspondence Distinction
AIPM Parts I & II	34	Psychology A Statistics A Sociology C GPM C IR C Economics D
OU Arts Foundation course	36	Awaiting result

State any examinations you have taken more than once NoneState any foreign languages you speak fluently NoneGive details of any residence abroad Aged up to 8 Egypt & Eritrea
(father in services)What are your principal interests or hobbies? Painting, sports, studying
Member of Southampton Inter Varsity Club.

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B.Sc. Applied Science degree? where?

Cert. Education

I.P.M. exams studied where? how? Portsmouth Polytechnic

Performance Appraisal project

Vicon Industries (U.K.) Ltd.

Personnel Management advice to M.D.

Personnel procedures introduced

Briefing Meetings

"Quickly outgrew this small company"

Youth Opportunities Scheme

- recognition & determination - inclusion?

Went to work more in policy areas of Personnel

Outgrew small company? wider range than other jobs

More specialist person

+ Requirement/Selection

Liaison with other divisions - planning

Wide admin. experience

Intelligent

Consultant

- Subtleness - Youth Opportunities

Social view

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Name of Employer	Position held and nature of work	Salary	Length of Time
VICON INDUSTRIES (UK) LTD, PORTSMOUTH 1981-82	ADMINISTRATOR Responsible for admin control of company, personnel mgmt advice, 2 PA to MD.	£6200 + car	1 year
HANPOWER Contract Agency, Portsmouth & Southampton 1980-81	Contract work - varied inc IBM, Marconi & Vicon Admin & some secretarial Also 4 months supply teaching for Hants Educ Ctte	£5600 approx	1 year
1977-79 PYE BUSINESS COMMUNICATIONS LTD CAMBRIDGE Followed by Course at Portsmouth	PERSONNEL OFFICER Recruitment of admin staff, engineers & craftsmen, induction training, counselling, admin etc. Polytechnic for 1 yr.	£5540	2 years
SINCLAIR RADIONICS LTD, ST IVES, CAMBS 1976-77	ASSISTANT TO MGR-MGR Supervision of customer liaison dept; preparation of instruction leaflets for new products.	£3300	1 year
DASILVA PUPPET THEATRE CO, HUNTINGDON 1975-76	ADMINISTRATOR		1 year
Course at Cambridge for 1 yr 1971-74 WRAF	Short-service commission Education Branch		3 yrs
LEAs 1967-71	Mathematics teacher		3 yrs

Responsible for development & control of admin procedures for new CCTV company - subsidiary of American company.

Source: <https://www.industrydocuments.ucsf.edu/docs/kzmx0214>

Any other facts you wish to state in support of your application, including details of military service:

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Date 22/10/82

Signed S. Coske

REFERENCES.

Referee	Address	Friend, Relative, Business acquaintance
1. Mr Peter Smailes M.D.	Vicom Industries (UK) Ltd Gunstone Rd Hilsea Portsmouth	
2. Ms Anne Lee Mgr	Manpower Contract Agency Arundel St PORTSMOUTH.	
3.		

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