

CURRICULUM VITAE

Name: Sarah Bowden

Education: 9 O Levels, 3 A Levels
B.Sc(Econ) in Accountancy

Employment History:

- Medico Legal Secretary – responsible for digital transcriptions, conference organisation, correspondence and Court attendances.
- Temporary secretary in and around the Cardiff area covering legal work, production of training manuals, administration, work with surveyors, accountants and architects.
- Proprietor of small design and manufacturing business for 10 years generating sales by mail order, retail, wholesale and export. Suppliers to all the major UK supermarkets for 6 years, responsible for a staff of 4 and a turnover of £120,000.
- Secretary to Business Manager of an international bank in Cardiff. Managed the secretarial team as well as all administration, correspondence, travel arrangements and conference organisation.
- Secretary to Manager of a domestic bank. Sole secretary, responsible for all secretarial output of the branch. Headhunted by international bank.
- Trainee accountant with national firm of accountants in Cardiff.

Interests: DIY, interior design, woodworking, swimming. I managed to combine all of these interests when I designed and built an indoor exercise pool in a log cabin in the garden.