

# Lisa Turner

## Office Manager



Lisa is responsible for managing all day-to-day office activities.

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Tel: 0118 207 2901 • Office: Reading

## Background & experience

Lisa's previous roles have been customer service based. She worked at SAS (Scandinavian Airlines) for five years, where she started at the boarding gates as a ground staff member and progressed to a supervisory role controlling an efficient one hour turnaround of aircraft. Along the way she met some famous faces and travelled to the USA, Cuba, Mexico, Thailand and Malaysia.

Lisa has been personal assistant to our Managing Director, Wayne Phelan, for the majority of her time since joining us in 2008. She arranges meetings, looks after the team, organises finance and billing and makes tea for the boss. She enjoys the variety within her job and never knows what is going to happen from one day to the next.

Lisa is not afraid to get her hands dirty - she becomes a plumber when the tap is leaking and offers printing services when the ink toner is running low.

Lisa is always smiling. If you can't see her, you can definitely hear her infectious laugh throughout the office. She can even claim to have had a good old chinwag with Lionel Richie!

## Specialisms

meeting packs • customer service • finance events • meeting arrangements

## Example projects

**Charity events** Arranged a MacMillan race night, raising £5,500, and two pub quiz nights, raising over £12,600, in aid of Daisy's Dream.

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**Team building** From working on acting techniques at an improvisation workshop at RADA to clay pigeon shooting at Crazy Bear Farm.

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**Cuckoo courier** Dealing with a courier service for over 24 hours to get an important deed signed - nearly flying to France herself in the process.

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**Office move** Organising the team to pack up and move to our brand spanking new Reading office!

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