

CURRICULUM VITAE

Mrs Heather Neill

NAME : HEATHER NEILL

DATE OF BIRTH : [REDACTED]

ADDRESS : [REDACTED]

TELEPHONE : [REDACTED]

MOBILE : [REDACTED]

QUALIFICATIONS

DEGREE : BA HONS, SECOND CLASS, JURISPRUDENCE
1982-1985 OXFORD UNIVERSITY

A LEVELS	:	MATHS	A
JUNE 1982		CHEMISTRY	A
		PHYSICS	B
		FURTHER MATHS	D

O LEVELS	:	MATHS	A
JUNE 1980		ADDITIONAL MATHS	A
		CHEMISTRY	A
		PHYSICS	A
		BIOLOGY	A
		HISTORY	A
		FRENCH	A
		ENGLISH LANGUAGE	A
		ENGLISH LITERATURE	B

ADDITIONAL QUALIFICATIONS

MARCH 1997	TEXT PROCESSING 1 PART 1	DISTINCTION
RSA	WORD PROCESING 1 PART 2	DISTINCTION

FEB - SEPT 2001	PRACTICE QUALITY CO-ORDINATOR SCHEME
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EMPLOYMENT HISTORY

JAN 2011 - PRESENT THE SURGERY, 16A THE SQUARE, COMBER
PRACTICE MANAGER

Full time Practice Manager, incorporating all the elements specified in the other Practice Manager positions, using EMIS records system, Sage, Iris payroll, On-line banking and all microsoft office programmes

APRIL 2010 - DEC 2010 CARRYDUFF SURGERY, HILLSBOROUGH RD, CARRYDUFF
PRACTICE MANAGER

Temporary Practice Manager, covering long-term sick leave. Involves all aspects of Practice Management as before, but also now includes dealing with the Practice Finances and Sage Line 50 Accounts. This is still a part-time position, although the Practice has almost 50% more patients than in 2001. Fundholding no longer exists, but the Manager's role includes claiming funding from the Board for DES, LES and NES and of course all the recent changes to this funding. There is also responsibility for QOF targets. The Practice uses EMIS computer system and Docman for scanning.

JULY 2008 - AUG 2010 DATUM TOOL DESIGN LTD, 2 HARMONY STREET,
ADMINISTRATION BALLYNAHINCH, CO DOWN, BT24 8AW

Administrative work, creating and maintaining Access Database, using Excel spreadsheets, Accounts on Sage Line 50, Moneysoft Payroll, Invoicing, Invest NI Claims, Petty Cash records, Maintaining Personnel Records, Equal Opportunities Monitoring, Business Award Applications, ordering stationery, obtaining quotations for Insurance or any other office requirements, booking flights, car hire and accommodation for business travel and all other general administration.

JULY 2002 - JULY 2008 HOUSEWIFE - LIVING IN CO MEATH

OCT 2001 - JULY 2002 BRANGAM BAGNALL & CO, SOLICITORS
LEGAL EXECUTIVE COMMERCIAL MEWS, DUNDONALD

Just working a few hours per week as a Part-time Legal Executive, dealing with Medico-Legal claims and Personal Injury Litigation, in a highly computerised office.

NOV 1998 - SEPT 2001 CARRYDUFF SURGERY, HILLSBOROUGH RD,
PRACTICE MANAGER CARRYDUFF

Part-time position, dealing with all aspects of managing the Practice and Staff, including Payroll. The Practice had a completely computerised record and prescribing system. At this time, the Practice was a fund-holding one, so the job also involved keeping spreadsheets and some of the computerised accounts for this. The Manager is responsible for the smooth running of all aspects of the Practice, from Surgeries and Drs Holidays, to staff matters, clinics, dealing with complaints, building repairs and renovations, ordering equipment, recruitment and all issues which arise on a day -to-day basis. I also organised Patient Information Evenings.

MAR 1995 - NOV 1998 BRANGAM BAGNALL & CO, SOLICITORS
OFFICE / LITIGATION MANAGER HILL STREET, BELFAST

Initially involved in aspects of setting up the Practice, managing the office, staff and Litigation. When I reduced my hours, was only involved in managing litigation, ie - ensuring all cases ready for Courts and covered by appropriate professional or other staff. Also dealt with cases, as instructed by the Senior Partner, primarily defending medical negligence cases, drafting proceedings, briefing expert witnesses, taking statements from staff involved, briefing Barristers, organising and attending Consultations, Multi-disciplinary meetings and Court hearings.

MAR 1987 - MAR 1995 CENTRAL SERVICES AGENCY LEGAL DEPT
COMMENCED AS GRADE 2 CLERICAL OFFICER AND FINISHED AS GRADE 7 MANAGER

Involved in general office work and then more particularly working on cases, as instructed by the Director of Legal Services, especially the defence of medical negligence cases. Staff, Office and Litigation Management. Also provided lectures on legal matters to Nurses and other Health Care Staff throughout the Province

SEPT 1985 - OCT 1986 ATKINSON & BOYD
TRAINEE CHARTERED ACCOUNTANT

Trainee chartered accountant, mainly involved in auditing and some book-keeping.

HOBBIES AND INTERESTS

Enjoy gardening, reading and occasional golf.

Played Club level hockey until I had my children

At College, played hockey, tennis and squash for College teams and also coxed some College Eights

REFERENCES CAN BE PROVIDED IF REQUIRED