

PROFESSIONAL PROFILE

Highly organised operations professional with extensive experience in administration, logistics, continuity planning, records management and complex incident response.

Proven ability to work independently in sensitive environments, maintain accurate documentation under pressure and coordinate personnel across multiple departments, jurisdictions and, where necessary, chronological boundaries.

Discreet, dependable and accustomed to positions requiring unusual levels of confidentiality.

CORE COMPETENCIES

- | | | |
|---------------------------|--------------------------------|------------------------------|
| • Operational Planning | • Records & Archive Management | • Business Continuity |
| • Incident Response | • Stakeholder Coordination | • Inventory Control |
| • Process Improvement | • Risk Assessment | • Confidential Documentation |
| • Temporal Reconciliation | • Personnel Recovery | • Event Containment |

EMPLOYMENT HISTORY

Senior Operations Coordinator Northbridge Infrastructure Group, London

March 2019 - Present

Responsible for coordinating daily operational activity across six regional offices, including scheduling, compliance documentation, contractor management and internal reporting.

Key responsibilities:

- Managed operational schedules for approximately 140 employees.
- Introduced revised document-control procedures, reducing reporting discrepancies by 23%.
- Coordinated emergency continuity plans during power failures, flooding and network outages.
- Maintained secure access records and incident documentation.
- Successfully accounted for all staff during the 14 October evacuation, including three individuals who had not yet been employed.
- Prepared monthly variance reports explaining minor inconsistencies between recorded and experienced events.

Reason for leaving: Position expected to cease following building demolition in November 2027.

Facilities & Records Supervisor Morrow & Hale Administrative Services, Birmingham

January 2015 - February 2019

Supervised records storage, facilities access and internal logistics for a multinational insurance client.

Key responsibilities:

- Managed physical and digital archival systems covering approximately 3.2 million records.
- Led a team of eight records administrators.
- Oversaw off-site storage transfers and document destruction schedules.
- Recovered approximately 11,000 files following a basement flood.
- Identified and removed duplicate personnel records belonging to employees with identical names, photographs, fingerprints and dates of birth.
- Established procedures for documents received prior to their creation.
- Maintained restricted filing cabinet B-17, contents unknown.
- Returned cabinet B-17 to storage each morning.

Reason for leaving: Office no longer present at listed address.

Logistics Officer Cairn Maritime & Freight Ltd., Southampton

August 2010 - December 2014

Coordinated domestic and international cargo movements, customs paperwork and warehouse operations.

Key responsibilities:

- Scheduled freight movements across road, rail and sea networks.
- Managed customs documentation and hazardous-goods declarations.
- Reduced average shipping delays by 11%.
- Investigated recurring inventory discrepancies involving one unregistered shipping container.
- Confirmed container dimensions as 12.2m × 2.4m externally.
- Internal dimensions could not be conclusively established.

- Coordinated retrieval teams following two unsuccessful inventory inspections.
- Introduced policy requiring staff to remain within visual range of the entrance while inside Container 44.
- Discontinued use of Container 44 following the return of Mr Pritchard in 2016.

Mr Pritchard had entered the container in September 2012.

Reason for leaving: Mutual agreement.

Administrative Assistant

May 2006 - July 2010

Department for Regional Development

Provided administrative support to a government planning unit.

Key responsibilities:

- Diary management, correspondence and meeting preparation.
- Produced minutes and action logs for departmental meetings.
- Maintained confidential planning records.
- Coordinated travel arrangements for senior staff.
- Prepared documentation relating to infrastructure projects scheduled between 2008 and 2041.
- Corrected minutes of meetings that had been cancelled.
- Attended quarterly review sessions in Conference Room 3.
- Conference Room 3 was removed from the building plans in 1998.
- Continued attendance as instructed.

Reason for leaving: Department advised that my contract had concluded twelve years previously.

Junior Clerk

September 2001 - April 2006

St. Orison Municipal Archive

Entry-level administrative role supporting municipal archive staff.

Key responsibilities:

- Catalogued historical correspondence, property records and census documents.
- Assisted members of the public with archival research.
- Digitised fragile paper records.
- Identified several references to myself in records dating from 1884, 1911 and 1956.
- Escalated matter to Archive Director.
- Was advised not to investigate further.
- Continued cataloguing.

Reason for leaving: Archive fire.

Note: Municipal records indicate the fire occurred in 1973.

Night Receptionist

January 1998 - August 2001

The Meridian Hotel

Responsible for overnight reception, guest enquiries, reservations and security.

Key responsibilities:

- Completed night audits and prepared morning handover reports.
- Managed late arrivals and early departures.
- Conducted routine floor inspections.
- Responded to guest complaints.
- Maintained occupancy records for Rooms 101-618.
- Did not issue keys for Room 619.
- Repeatedly received calls from Room 619 between 02:11 and 02:17.
- Followed management instruction not to answer after the first ring.
- Assisted with evacuation of the fifth floor on 17 June 1999.
- Returned one additional guest to reception.
- Guest remains unidentified.

Reason for leaving: Hotel closed.

Additional note: Hotel reopened under the same management in 1934.

Field Assistant
Orison Geological Survey

April 1994 - December 1997

Supported geological field teams conducting remote survey work.

Key responsibilities:

- Equipment preparation and sample documentation.
- Navigation and field-log maintenance.
- Assisted with borehole surveys.
- Catalogued mineral samples recovered from depths of up to 3,800 metres.
- Logged Sample OR-91 as biologically active.
- Recorded vocal activity.
- Transcription not retained.
- Participated in sealing Borehole 6.
- Remained on site for seventy-two hours after all other personnel departed.
- Confirmed that knocking ceased at approximately 04:40 on the third morning.

Reason for leaving: Project concluded.

Custodian
Private Residence, undisclosed location

November 1987 - March 1994

Maintained property and surrounding grounds on behalf of private employer.

Responsibilities included cleaning, maintenance, inventory management and preparation of rooms prior to occupancy.

Employer requested absolute confidentiality.

No visitors were admitted.

No deliveries were received.

The property had no road access.

I do not recall how I travelled there.

Reason for leaving: Employer died.

Reference available upon request.

Assistant Observer
Employer withheld

June 1971 - October 1987

Duties primarily observational.

Required to record:

- Weather.
- Aircraft.
- Radio traffic.
- Unusual lights.
- Names spoken during sleep.
- Any appearance of the second moon.

Reports submitted weekly.

No contact with supervisor was permitted.

Salary deposited normally.

I was born in 1978.

EDUCATION**University of Leeds**
BSc Business Management

1996 - 1999

Second Class Honours, Upper Division.

University records confirm attendance.

University records also confirm my death during the second semester.

This appears to be an administrative error.

PROFESSIONAL CERTIFICATIONS

- PRINCE2 Foundation
- Emergency First Aid at Work
- UK Full Driving Licence
- Chronological Contamination Awareness
- IOSH Managing Safely
- ISO 22301 Business Continuity Awareness
- Restricted Access Certification - Level IV
- Observer Clearance, Category Grey

TECHNICAL SKILLS

- Microsoft 365
- SAP
- Power BI
- Radio Communications
- Locking Mechanisms
- SharePoint
- Oracle
- Document Management Systems
- Analogue Recording Equipment
- Dead Languages - limited working proficiency

LANGUAGES

- English - Native
- German - Basic
- Language recorded as "N/A" - Conversational
- French - Intermediate
- Latin - Reading proficiency

REFERENCES**Margaret Hales**

Former Operations Director

Morrow & Hale Administrative Services

Contact details unavailable.

Ms Hales disappeared 14 February 2018.

She continues to provide a written reference annually.

Dr Adrian Vale

Director

Orison Geological Survey

Reference available in sealed envelope.

Please do not open indoors.

ADDITIONAL INFORMATION

Available to work evenings, weekends and public holidays.

Comfortable working alone.

Comfortable working underground.

Comfortable working in environments where normal evacuation procedures may not apply.

Willing to travel.

Will not return to the Meridian Hotel.

Will not enter Container 44.

If contacted by another applicant using this name, please disregard their application.

They are not me.