



Skills

- Excellent planning and organisational skills
- Strong leadership and influencing abilities
- Strong team player
- Problem solver with focus on results
- Creative and resourceful
- Effective communicator
- Continual improver
- Excellent time management
- Flexible, pro-active, multi-tasker
- Strong analytical skills
- Pays attention to detail
- Results oriented
- Experienced project manager
- Conscientious, self-motivated
- Adaptable forward thinker

Experience

2008 October – present **Communications Manager**, Airports Council International

- Responsible for Internal Communications with global members
- Proactively engages in communication with regional offices
- Responsible for publications production (design, layout, editing, printing, marketing)
- Budget preparation and monitoring
- Introduction of electronic publication security and on-demand-printing
- Transformed and produces the monthly ACI World Report newsletter
- Creates visual presentations for senior management, Regional Directors and Director General
- Develops and maintains corporate image archive
- Responsible for global brand
- Expanded the ACI World Branding Guidelines
- Designs marketing leaflets, brochures and advertisements
- Introduced and responsible for use of Social Media (Twitter and Facebook)
- Liaises with media representatives
- Initiated and developed the ACI World Style Guide
- Created Social Media Guidelines
- Responsible for website content and updates www.aci.aero
- Interim webmaster (6 months)
- Directs, communicates and encourages staff to ensure high quality results
- Widened overall awareness of the organisations' work to the industry
- Evaluates member satisfaction through surveys
- Proofreads and edits corporate documentation, press releases, bulletins, and documents

February 2002 - November 2007 **Freelance editing, proofreading, graphic design**

- Corporate and business materials (books, white papers, annual reports, proceedings)

August 1998 - June 2000 **Elementary and Middle School Librarian**

American International School of Mozambique, Maputo, Mozambique

- Teaching, management, budget, collection enhancement, automation, reading schemes

August 1997 - June 1998 **Grade 1 Classroom Aide**

American International School of Mozambique, Maputo, Mozambique

- Assisted in creation of positive psychosocial behaviour, building relationships, classroom stability

Published travel writer - National Geographic

Secret Journeys of a Lifetime: 500 of the World's Best Hidden Travel Gems (2011)

Sacred Places of a Lifetime: 500 of the World's Most Peaceful and Powerful Destinations (2008)

Journeys of a Lifetime: 500 of the World's Greatest Trips (2007)

Education

2010 - 2011 Associate Diploma **International Airport Professional** AMPAP, Canada

2003 - 2005 **MSc Geographic Information Science** Birkbeck College, University of London

1982 - 1985 **BA Hons (Geography)** School of Oriental and African Studies, University of London

1980 - 1982 **International Baccalaureate** St Clare's Hall, Oxford, England

1974 - 1979 **O Levels** Roedean School, Brighton, England

Freelance clients

- CRS
- CGIAR
- AVRDC
- LWF/LWS
- CABI Publishing
- Pauline's Publications
- National Geographic
- The Business Post
- Wendy Stone
- ICRISAT
- USAID
- ICRAF
- FAO

Software

- Excel
- Word
- Project
- InDesign
- Illustrator
- PowerPoint
- Sesame CMS
- Quaero database
- Idrisi Kilimanjaro
- Dreamweaver
- QuarkXpress
- Photoshop
- FrontPage
- Publisher
- ArcView
- Access

Languages

- English (fluent)
- French (moderate)
- Kiswahili (basic)

Interests

- travel
- reading
- geocaching
- photography
- genealogy
- swimming
- writing