

Miss Sarah Chapman T/A Small Business Solutions (SBS)

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Profile

A highly motivated, efficient and organised individual with a broad range of skills. Used to working to tight deadlines in a variety of situations, with strong communication, problem solving and time management skills.

Age:47

Status: Single

Dependants: 0

Self Employed

Nationality: English

Certificates & Licences

CPC International Transport Managers Certificate passed first time in December 2020. CPC Driver Periodic Training completed 35 hours of training in May 2020.

Digital Tacho Card Holder / Transport of Animals Certificate up to 8 hrs / First Aid at Work Certificate / Safe Guarding

Driving Licence (Clean) for the following categories:- B (car) & B1 (van) & BE acquired 1993, expires 05/01/2046
C1 (lorry up to to 7.5 tonne) & C1 E (107) acquired 1997, expires 05/01/2046 / C (Rigid HGV) acquired 1999, expires 26/11/2025

May2020 NPTC Forestry Machine Driver Certificate passed NPTC Forwarder Assessment to operate a purpose built Ponsse Forwarder, 6 wheel articulated base machine with crane.

1987 to 1992 Hedingham Comprehensive 5 GCSE's

I.T Skills - Transport related software Trutac, Tachomaster, Convey and Asset Go. Office related software Word, Excel, Power Point, Word Press, Woo Commerce, Quick Books, Database systems

Professional Experience & Skills

Through my wide range of experiences, I have acquired strong organisational, event management, itinerary/timetable, planning, time management, marketing & promotional, contract procurement, budget control skills. I understand the importance & implications of Health & Safety, working to deadlines, handling clients/customers from face to face to online interaction, liaising with governing bodies. As a self-employed person, I am used to shouldering the full responsibility of a role and finding solutions to problems as they arise.

Small Business Solutions (SBS) is the banner under which I provide ETM & administrative services to businesses

External Transport Manager Experience

Since passing the exam first time in December 2020 I have gained practical experience in the role working for two firms as the appointed ETM. Plus assisting other firms in an admin capacity with their compliance which has included DVSA Road side stops and more recently DVSA investigations.

I have experience using the following software suites in relation to drivers hours & vehicle maintenance Trutac, Tachomaster, Convey and Asset Go.

Transport Admin – 2022/23 Dyfi Skips and Phillip Judge International, providing administration support with the compliance of their Operator Licences. Including analysing drivers hours, conducting infringement de briefs, driver toolbox talks, managing vehicle maintenance records, putting systems and policies in place to best practice guidelines.

March 2021 to Present ETM for S & C Bound – 4 Vehicles & 4 Trailers I took over from a retiring ETM so updated systems and policies to current best practice guidelines and carry out all duties expected of an ETM.

April 2021 to June 2022 ETM for Maxfield Transport Ltd. It was a new start up with two units and two trailers hauling timber out of the Forestry and fridges. Implemented systems, policies to best practice guidelines to ensure compliance. Unfortunately, the owner died and the company closed.

Work Experience / Shadowing TM Jan to March 2021 with Potters Waste Management Ltd.

Driving Experience

May 2020 to present - Forestry Machine Forwarder driver part time for M J Woodland Services forwarding wood from forestry site to roadside.

May 2020 to Sep 2021 - Driving - Part time driver of a 6 wheeler Timber Lorry with vehicle mounted crane. Previous experience transporting horses across the UK with 7.5 tonne horse box.

Events Management & Membership Society Experience

The Showing Register Ltd (TSR) 2014 to 2022

Director of The Showing Register Ltd an equine membership society organising & delivering over 30 equine training events a year across the UK. Including a 2 day Summer Show with attendance of over 1500 people. Responsible for all aspects of the business from adhering to legislation to the promotion of events. Launched in 2013 I developed the organisation to over 1000 members.

2012 to 2013 - Manager for Ponies (UK) an equine membership & events society. Responsible for all aspects of Management from membership, event organisation, accounts, staff. Reporting to the Chairman & board of Directors.

1996 to 1999 – Events Manager for Ponies (UK) organising the largest horse show in Europe. Responsibilities included Contract Procurement, Scheduling, Personnel Liaison, Press & Promotion, Entries Processing.

Office Administration & Training Organisation Experience

March 2021 to March 2023 - Part time SMS Iconic Woodland Project Coordinator for Coed Cymru. Responsible for delivering the objects of the project, liaising with beneficiaries, following Welsh Government Procurement processes, engaging & organising contractors, evaluation of the project outcomes and reporting to the board of trustees.

2015 to Present - Part time Property Management, managing 4 houses for private landlords in Aberystwyth and Llanidloes. Adhering to HMO & Rent Smart Wales Licence requirements, sourcing & managing tenants, property maintenance.

2019 to Present - Part time Forestry Training & Assessment Coordinator for M J Woodland Services. Organising forestry training courses & assessments across the UK plus processing of the accounts using Quick Books. Successfully applied in 2021 for an Innovative Training Grant Scheme.

2010 to 2012 - Focus on Forestry First Project Coordinator - Organising and delivering the projects objectives to improve the skills & training of the Forestry sector through funded training, Knowledge Transfer and Mentoring.

Assisted to implement the FFF project from concept to a practical working project. This involved working individually and as part of the project team putting in place the required structure and framework to enable forestry businesses to access high quality training through funded courses. I was responsible for the project management such as implementing monitoring and auditing systems, compiling reports, budgets and reporting back to the funding body.

Further to this I was responsible for managing the client services, working on a one to one basis with forestry businesses to identify their skills requirements, enrolling them on the project and organising delivery of the training. This included business skills checks, sourcing, organising and delivering training courses.

As part of the project I regularly liaised & reported to the stake holders and industry bodies such as the Forestry Commission, NPTC, LANTRA. After completing the objectives and hitting the targets set in the first year I assisted to develop the application for a second round of funding which was successful.

2008 - NPTC Transport of Animals – Assisted to organise and deliver NPTC Transport of Animals training and assessments for MWMAC across Wales. Received training in the delivery of Gola Assessments.

2007 to 2020 - Part time P.A. for Jeremy Rye & Co Fine Art Agents undertaking duties such as Valuation Production for Insurance and Probate, producing high quality valuation documents.

2002 - Office Administrator for Mid Wales & Marches Assessment Centre, processed assessment criteria and invoicing for many types of land based qualifications.

2000 to 2001 - Training organiser for Newtown Training Group, responsible for organising training & assessments for clients in land based industries. This included liaising with clients and assessors, booking venues and equipment. Conducting Skills checks for small businesses to determine their training requirements.

Tourism and Overseas Experience

Country Ventures Ltd 2009 to 2021 Director of Country Ventures Ltd trading as Vista Trails. In 2009 to 2011 developed walking & biking holidays in the emerging tourism market of Montenegro. Took the project from conception through to implementation, adhering to all rules & regulations as set out by the Package Travel Regulations. Currently act as the UK contact before handing over the customer to the Montenegro office.

2003 to 2008 Kenya - Formed GAPKENYA organising & promoting volunteer placements on behalf of community projects in Kenya. Manager of Gap Programs in Kenya and coordinator of Safari's for Bateleur Safari's.

1992 to 2000 – Pentlow Farm involved in all aspects of farming life including diversification schemes such as the Pentlow Farm Visitor Centre & Schools Program. A highly successful visitor centre providing educational programs for children on Food & Farming plus cafe, kids holiday activity programs etc.

Personal Interests - Producing and competing horses to a high standard for the show ring achieving awards at Horse of the Year Show and Royal International Horse Show. Accredited Panel judge for 5 different equine associations, travelling across the UK and internationally to judge.