
LINDA CARRUTHERS



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LITTLE BROADWELL,
SHEEP STREET,
CHIPPING CAMPDEN
GLOUCESTERSHIRE
GL55 6DW

STATEMENT

Proven Track record in administration and event management. Retail Experience.

Good Customer / Client skills,
Reliable and works well independently and as part of a team.
Organised and efficient. Competent IT and Social Media User

SKILLS

Administration, Retail & Customer Service Skills. Event Management, Book keeping, Marketing, Experienced knowledge of MS Office, Word, PowerPoint, Excel, Outlook, Website Design, Social Media Platforms.

EXPERIENCE

SELF EMPLOYED – LINCADMIN / LINGOLF

Jan 2015 - Present

Administration skills including book keeping, Invoicing, diary management, updating databases, website design, Mailchimp, Social Media Updates. Current clients, Campden Business forum, AIMH(UK), Southern Animal Group, DRPHC Ltd.

JUNIOR COORDINATOR – GAUDET LUCE GOLF CLUB

Oct 2013 – August 2014

A Varied role working with a number of small teams to deliver a junior pathway strategy and events. Created opportunities for sponsorship and loyalty programmes. Customer retail and tee booking and use of ESP golf software.

REGIONAL TRAINING OFFICER – ENGLAND GOLF / EWGA

Jan 2005 – Oct 2012

Responsible for delivering the England Girls' Golf training programme for the ages 11-15. Worked from home, the head office at Edgbaston and travelled to venues and squad events. Managed budgets, organized events. Supported the players, parents and the county golf voluntary network. Worked closely with the PGA Pros to compile and deliver the training curriculum and talent identification.

GOLF ADMINISTRATOR / SHOP ASSISTANT – VARIOUS GC'S

Various roles including general running of the shop, booking tee times, stock control and customer retail skills.

EDUCATION

NORTH STAFFORDSHIRE POLYTECHNIC 1985 - 1987

POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT
BTEC HND IN BUSINESS AND FINANCE (DISTINCTION)

YSGOL ABERCONWY SECONDARY SCHOOL

A LEVELS: SOCIOLOGY, ENGLISH, RE
O LEVELS: MATHS, ENGLISH, SCIENCES, FRENCH, GEOGRAPHY,
GEOLOGY,

PERSONAL & VOLUNTEER ACHIEVEMENTS

Held a number of voluntary roles; England Golf SW committee
Gloucestershire County Golf Partnership, Gloucestershire Ladies Golf.
St Catharine's Parent Action Group Treasurer and organising Committee.
Chipping Campden Business Forum Treasurer.
Marshalling and Scoring on the LET and European PGA Tour
Successful Amateur Golfer, County Champion, Gloucestershire & Surrey
County Teams, National Team Champions, Club Champion, South East
Champion and Welsh Junior team.