

# GIFT EMMANUEL- EHIRIM FOR SECRETARY

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## I WILL:

**1.**

Keep an organised record of all committee meetings, to ensure smooth communicate with the the wider KDS society

**2.**

Responsibly keep track of KDS' memberships and ensure all newsletters are to an excellent standards

**3.**

Maintain a standard of friendly professionalism when answering queries to ensure that no questions are left unanswered

**4.**

Take feedback from events and sessions to see what members prefer and what they do not

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## Previous experiences include:

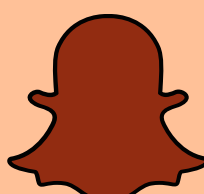
- Project manager for a Local Charity
- Secretary for my senior Prom

## Skills:

- Trustworthy
- Dependable
- Organised
- Teamwork



**C\_ADEAU**



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