

## Stephanie Wright

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### PERSONAL STATEMENT

Having spent several years gaining project management skills in different settings, it is time for me to bring my experience back to insolvency and use it to augment my previous knowledge and skills.

If you are looking for someone who has spent her whole career working towards excellence in meeting tight deadlines, achieving specific outputs within budget, paying great attention to laws and regulations, communicating in a variety of ways with a wide range of stakeholders, and happily sharing knowledge gained with colleagues for the benefit of the whole team, my dedication and commitment to high-quality service will prove invaluable.

### KEY SKILLS

#### Technical Skills

- Excellent written and verbal communication skills
- Efficient project planning and implementation
- Strong time management skills
- Highly organised administrative skills
- Keen observational and analytical skills in both finance and law
- Exemplary problem-solving skills
- Strong IT skills and ability & willingness to learn
- Microsoft Excel, Word and Outlook to an advanced level
- Microsoft PowerPoint
- Bespoke CRM systems

#### Personal Skills

- Passion for excellence and high-quality customer services
- Strong networking and relationship building skills
- Ability to work both collaboratively and independently
- A flexible approach to work
- Highly self-motivated
- Emotionally intelligent
- Strong ethics & integrity

### EDUCATION

- Learning and Teaching in Scotland's Colleges SCQF level 9 (degree equivalent)
- JIEB Training Programme, Edinburgh
- Edinburgh University – BSc in Maths and Statistics (graduate degree)
- Morisons Academy, Crieff & Kingussie High School, Kingussie – Sixth Year Studies in Maths; Highers – Maths, English, Accountancy, Chemistry, Physics & Technical Drawing

## CERTIFICATES & MEMBERSHIPS

Certificate of Proficiency in Insolvency  
ACCA (part qualified)  
Student membership of the Insolvency Practitioners Association

## CURRENT EMPLOYMENT

### **Maths Lecturer**

#### **Inverness College UHI**

[www.inverness.uhi.ac.uk](http://www.inverness.uhi.ac.uk)

Inverness

November 2013 to present

Inverness College UHI is the college of choice for the Highlands and Islands and focuses on having a transformational impact on the development and prospects of the region through the provision of excellence in education, training and research, encouraging individual attainment and driving economic and community development.

My main roles are to:

- Plan the learning and assessments for each course ensuring it meets quality standards and deadline requirements.
- Write and internally verify assessment instruments, ensuring they adhere to quality assurance standards.
- Invigilate and mark assessments ensuring fairness and equitability within and across cohorts.
- Design, develop and deliver learning materials using a variety of formats and delivery approaches to maximise student understanding.
- Provide guidance and support to students to help enable them to be successful learners and future citizens.

- Coordinate and collaborate with other teams to ensure coherence in context of the learning materials.
- Attend Course Committee Meetings in order to work with colleagues and students to improve the college experience.
- Report on students' results and attend progression boards to review the student's future learning journey.
- Identify and undertake relevant professional development to ensure high quality professional practice within the wider political, social & economic context.

Key Achievements:

- Converted the National 5 distance learning course into a quality online course through the use of videos and quizzes.
- Conducted a research project into the use of classroom activities with adult learners.
- Developed a student support programme for maths and run college wide maths drop-in sessions and 1-2-1 support sessions.
- Assisted in redesigning content and delivery for the Higher National Certificate Maths for Science and Statistics for Science courses.

## PREVIOUS EMPLOYMENT

### **Manager and Learning Coordinator**

#### **Cairngorms Learning Partnership**

Kingussie, Grantown & Tomintoul, Scotland

April 2014 to July 2021

The Cairngorms Learning Partnership was responsible for the provision of learning throughout the Cairngorms National Park, by working with learning providers to deliver a range of vocational and non-vocational courses and workshops, making best use of the facilities and resources available within the many communities of the Park.

My main roles were to:

- Identify and submit funding applications to support the activities of the learning centre.
- Maintain effective Project Tracking to ensure projects were delivering the required outcomes, on time and within budget.
- Report on project progress and outputs to funders, the charity's Trustees, and other stakeholders.
- Maintain good communication with our qualification awarding bodies and ensure that all quality assurance procedures were carried out in an efficient and timeous manner.
- Coordinate examinations and assessments in accordance with the awarding body's quality standards.
- Recruit tutors, assessors, and internal verifiers.
- Coordinate tutor and learner activities and ensure courses are delivered to a high standard and meeting learner expectations.

- Maintain HR records and process monthly payroll, including the reporting and payment of employee taxes.
- Ensure the organisation's website and social media were up to date and write and publish the monthly newsletter.
- Promote the organisation and courses at networking events and within the communities to recruit tutors, maximise learner numbers and to attract stakeholders.
- Maintain the financial records of the organisation and report on these to the Trustees and stakeholders.

Key Achievements:

- Managed the Skills and Training project as part of the Tomintoul & Glenlivet Landscape Partnership programme. This was a 21-project programme in which, over a three year period and within a £150,000 budget, I coordinated the skills and training delivery across 50 different courses to almost 20% of the community.
- Successfully delivered two annual adult learning programmes in partnership with the local authority, for two consecutive years.
- Successfully delivered English for Speakers of Other Languages projects over three years in partnership with the Scottish Funding Council, local authority and University of the Highlands and Islands and in accordance with the Scottish Government's ESOL strategy.

**Insolvency Manager**  
**mlm solutions**

[www.mlmsolutions.co.uk](http://www.mlmsolutions.co.uk)

Glasgow & Livingston

May 2006 to March 2013

mlm is a niche insolvency practice which provides debt relief and debt management solutions to companies, owner managed businesses and individuals.

My main roles were to:

- Manage a team of case administrators.
- Supervise a rolling case load of over 300 cases.
- Analyse an individual or business's financial situations and give advice on the debt relief options available to them.
- Act as training manager ensuring training targets and budget were met.
- Promote the mlm brand and build a network of contacts and work providers.
- Create and oversee the production of monthly management reports.
- Set and monitor key performance indicators.
- Assist in setting the annual business plan.
- Manage ad hoc projects, such as Investors in People accreditation and the implementation of IT systems.

Key Achievements:

- Assisted in increasing business turnover by 10% year on year.
- Assisted in increasing returns to creditors so they exceeded the firm's annual turnover.
- Created the firm's KPI reports.
- Planned and implemented the firm's document management system.
- Helped to obtain IIP Bronze accreditation for the firm.
- Built a strong network of contacts and advisors.
- Wrote and conducted presentations to stakeholders and work providers.
- Spoke at industry conferences.
- Became a member of the industry body's personal insolvency committee.
- Personally administered, and brought to successful conclusion, over 300 insolvency cases.
- Wrote and presented a number of in-house training courses on both technical and non-technical subjects.

**PRIOR EMPLOYMENT**

After starting as an accounts assistant with Ernst & Young in 1995 and progressing into the insolvency department in 1996, I held several financial and insolvency positions and also worked in the hospitality trade. Except for two breaks to go travelling, I have been in constant employment since 1995.

## PERSONAL INTERESTS

Walking is my favourite outdoor activity, both hill and low-level walking, and I also enjoy swimming, scuba diving and yoga.

I am a keen 'foodie' who enjoys food and wine tasting, especially matching wine with food. I also try to support local producers where possible.

I also enjoy arts and crafts such as drawing Celtic knotwork designs, crochet and sewing.

## REFERENCES

Craig Lowther  
Head of School  
Educations & Applied Science  
Inverness College UHI  
[craig.lowther.ic@uhi.ac.uk](mailto:craig.lowther.ic@uhi.ac.uk)

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