

Blair-Harriet Spencer Lomax
D.O.B. 7 July 1994
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Personal profile

A personable, technical, reliable, highly motivated, and ambitious individual with almost nine years' experience in Corporate Recovery and Insolvency. Able to work well in a team as well as being proficient independently and unsupervised. Experience of working in stressful conditions and completes all tasks to a very high standard in a timely and cost-efficient manner. I am quick learner with a keen interest in investigatory/analysis work, who seeks to improve my knowledge and experience with the intention to become a qualified Insolvency Practitioner.

Career history

Corporate Case Administrator at Wilson Field Limited – July 2012 to present

Working within the Corporate Department at the head office in Sheffield, I have gained experience in all aspects of Administrations and Creditors' Voluntary Liquidations ("CVLs"). Within my current role, I have been exposed to a large variety of insolvencies, ranging from one man micro businesses to a group of 18 public houses.

I believe I have a commercial outlook, ensuring that the firm's standards and reputation are maintained at all times.

Aspects of my current role include, but are not limited to, the following:

- Oversee a large caseload of insolvencies, specialising in complex Administrations and CVLs
- Whilst reporting directly to the appointed IPs, I take an active role in developing case strategy
- Co-ordinate all aspects of case management throughout the life of the insolvency process, from inception to closure
- Act as the principal point of contact for external queries from directors, shareholders, creditors, agents, and solicitors etc.
- Progress investigations and liaise with the appointed agents and solicitors with regards to the same
- Produce the relevant reports and forms to deliver to creditors, Companies House, The Insolvency Service and all other necessary parties, in line with legislation and best practice
- Supervise and offer guidance and assistance to more junior members of staff
- Established myself as the Case Administrator who is relied upon with the larger cases and cases where complex investigations are anticipated
- Billed fees in excess of £600,000 on a complex Administration managed by myself

Prior to the COVID-19 pandemic, I often attended a variety of external events and lunches with clients, and as a result, I have built up a significant network of contacts.

Being an approachable and trusted employee with numerous contacts within the industry, I was chosen to manage Wilson Field's Young Networking Group in 2016. As part of this role, I plan regular events for 50 regular attendees, maintain the group's budget, and mentor the less experienced networkers prior to and during events.

In addition to the above, given my extensive network of contacts in the region, in June 2019 I was approached to join the R3 Yorkshire New Professionals committee and plan/oversee their Sheffield events. I was appointed as Chair of this committee in January 2020, which has enabled me to widen my network and profile.

My networking experience has allowed me to maintain and develop a number of significant relationships, for not only my current employer, but myself on an individual level.

Part time Sales Assistant at Feast @ Dore Deli – September 2010 to July 2012

I worked at a local delicatessen on Saturday's whilst at Sixth Form in order to gain work experience and to enable me to save money to fund the Uganda Project, further details of which can be found in the 'Life experience and

skills' section. I arranged and served bakery and deli produce to customers, maintaining high levels of customer service, safety and sanitation.

Qualifications

2020 – Certificate of Proficiency in Insolvency ('CPI')

I have a desire to complete further qualifications such as JIEB and ACCA, which will further develop my knowledge within the industry.

Education

King Egbert School, Totley Brook Road, Dore, Sheffield, S17 3QU

2010 – Achieved 12 A* - C grade GCSEs in: Biology, Chemistry, Design & Technology, English Language, English Literature, French, Geography, German, ICT, Mathematics, Physics and Religious Education.

2012 – Achieved 2 A Levels in Mathematics and Economics.

Life experience and skills

In November 2009 I applied and was selected to take part in my school's 'Uganda Project' in partnership with World Challenge along with 14 other students. In July 2011 I spent a month in Uganda to help build a school in a remote village, continuing the provision of schooling and education for hundreds of children. Part of this project also included assisting teaching staff with the preparation of, and participating in, some reading/writing classes with the children.

I was solely responsible for funding my costs of the expedition, and as such, carried out a number of fundraising activities including car washing, cake sales, babysitting and 'odd jobs'. I also secured a weekend job in the local delicatessen to increase my savings for the project, as described above. During my time in Uganda, I gained invaluable transferrable skills including organisational skills, problem solving and working to deadlines. Working so closely with other students also improved my ability to work well in a team. Whilst in Uganda, I embraced the opportunity to explore a Leadership/Management role in being nominated 'Team Leader'.

I possess the following skills and attributes:

- Excellent people skills
- Business relationship strategy
- Computer literate with a working knowledge of IPS and Microsoft packages
- Great analytical, investigatory and research skills
- Commercial and logical outlook
- Professional demeanour with a smart, well groomed appearance

Work experience Wilson Field Limited – March 2009

Carried out general office duties whilst at school under the compulsory work experience programme. Subsequently continued to work for Wilson Field Limited during the school holidays in the three years that followed and upon leaving Sixth Form in 2012 I pursued the offer of a full time role with the firm.

Hobbies

My hobbies and interest include foreign travel, Formula 1, cooking for friends and family, socialising and film & TV.

I am a non-smoker and enjoy excellent health. I hold a full, clean diving licence.

References are available upon request.