

# @SECRETARIAL

For all your outsourcing needs

Principal

At-Sec is owned and operated by Elena Corlett

Welcome to At-Sec

Thank you for choosing to consider my services.

My experience in company and business administration varies from being employed as a Sales & Purchasing Administrator for a large international industrial company and Secretary / Personal Assistant to directors and/or partners in airline, medical and legal companies for many years.

I set up At-Sec in 2003 and went on to offer services to established companies before taking up duties as the Financial Controller of a multi-million pound property company and later the Finance Director of a travel company.

I continue to operate At-Sec in my belief that I can offer cost-effective and efficient secretarial duties and business services to all types and sizes of businesses.

I hold certificates in Trust and Company Administration and Microsoft Office ECDL. I am experienced in all aspects of computer software and can offer Word, Excel, PowerPoint and Visio services as well as website creation, including Photoshop graphics and HTML coding.

I consider myself very professional and will ensure all work I carry out is to the best of my abilities.

I very much look forward to working for you.

Elena Corlett  
Principal