

Elizabeth Sutton – Smith

Liz has been with Equinox since 2011 and has provided us with exceptional office administration, showing organisational qualities and greeting clients with a friendly smile. With a background in finance and accounting, Liz is able to keep a firm grip on the company's development and has also been able to progress further within her administration role and undertake various clerical responsibilities.

Liz began her career working for a bank and stayed within this role from 1977- 1992, showing dedication and commitment to the organisation. Within this role Liz had various duties, which included; cashier, foreign clerk, receptionist and IT team leader. From this, Liz moved into PA work, Client Liaison and report preparation, which inevitably prepared her for her role with Equinox!

Due to being within the company for 8 years, Liz has acquired knowledge within the field of physiotherapy and understands the importance, and respect required, of confidentiality.

A valued member of her community, Liz enjoys supporting community projects both at home and abroad and enjoys travelling and walking in the countryside.

Thank you Liz for your continued service to Equinox, a true asset and a golden member of the team!

Key Skills;

- A Hard Working and reliable individual
- People Skills – Communication
- Well-Traveller and sociable person who has experience within the working world.

Qualifications;

- Understanding Brain Injury – Headway Conference 2011
- The European Computer License – Module: Using Word and Managing Files & Excel for simple spread sheets 2011/2012
- Association of Accounting Technicians (AAT); Level 2 Book Keeping 2016
- AAT; Advanced Certificate in Book Keeping Level 3 2016-2017
- AAT; Level 3 Diploma in Accounting 2017