



Nichola Drew

Nichola joined Coalescence in December 2009 and works 3 days a week as our Office Manager. She is in charge of book-keeping, contract management and all office procedures.

Experience

Nichola has extensive experience in purchasing and stock control, concentrating on budgets and financial tools with very strong administration skills. Her varied roles, from PA to Business Development Manager, mean she is proficient in establishing, developing and influencing relationships with organisations and individuals at all levels. Nichola focuses on achieving results through flexibility and meeting the needs of both clients and colleagues.

Key Skills

- Time management and workload prioritisation within a demanding and high-pressure environment.
- Computer literate in full Office Suite, QuickBooks Premier and Sage.
- Purchase & sales ledger, bank reconciliations, VAT control, financial and management reports.

Personal Preferences

- Music
- Reading
- Current Affairs
- Ancient Egypt
- [ESFJ](#)