

# Amanda Day | Personal Profile

Director



## Profile

Amanda is one of the company's founder members and is our Director responsible for all day-to-day financial transactions and project/client accounts. She is also the Team Leader of the Administration Team.

Amanda is thorough and tenacious in her work. She keeps a close eye on the deliverables of each project and monies coming in and going out of the business. She can monitor progress on a daily basis using our in-house management systems.

Amanda is cherished by everyone at TNG for being warm and welcoming as a person. She takes the time to get to know people and is genuinely interested in their lives in and out of work. Her door is always open and she is willing to listen to any problem and offer her support and help.

Amanda would be described as the 'heart and soul' of the Company. She exudes and works by the core values of the Company; professional, quality, traditional. In our eyes, she is irreplaceable.

## Recent Training

**Word, Excel, Environmental Awareness, Health and Safety for Managers, First Aid at Work, Equality and Diversity**

## More about Amanda

*An interesting fact about me is...*

**I have worked in Carlton Crescent for over 30 years**

*At the weekend you will find me...*

**On the sofa watching re-runs of anything by Agatha Christie – Miss Marple, Hercule Poirot with a bit of Sherlock Holmes too.**

*One day I would like to...*

**Travel the world and visit all the Seven Wonders of the Modern World; have only visited Chichén Itza in Mexico so far.**