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# CURRICULUM VITAE

Catherine Jane Turner

## *Executive Summary*

Catherine Turner undertakes interim management assignments for Burgh House Limited, of which she is a Director and 50% owner.

She has twenty five years experience in providing support to businesses large and small, in the fields of strategic planning, business operations, marketing and branding, project management, training and management development and general management.

Before the launch of Burgh House Limited she was a Business Advisor at the St. Helena Development Agency, providing a high standard of advice, counselling and support to current and potential businesses within the island of St. Helena.

She has also practiced as a business advisor for small businesses in the UK, and for eight years held a senior management position with a major UK retailer.

She holds an Honours Degree in Management Sciences from the University of Manchester Institute of Science and Technology and a Diploma in Project Management.

## *Further Information*

### EXPERIENCE

#### DIRECTOR, BURGH HOUSE LIMITED - JANUARY 2007 TO DATE

Since the launch of Burgh House Limited in January 2007 she has been delivering Interim Management solutions to the business community of St. Helena.

This has included assisting with corporate restructuring, new project development, strategic planning, marketing, management training optimising operational performance and helping clients respond to tender invitations and obtain development funding.

#### PREVIOUS MANAGEMENT ROLES

Her previous management roles included:

- Management of a business area comprising 30 retail outlets (33 direct reports; a total of 150 staff);
- Assistance with the development of corporate policy and board-level decision making;
- Identifying new business opportunities, including preparing business plans for board-level investment approval and the subsequent project management from purchase to launch;
- Project managing in excess of 30 new site developments from purchase through to design, fit, product ranging, merchandising and launching;



- Undertaking training needs analysis and coordinating and in some cases personally delivering the required training;
- Taking responsibility for the delivery of high quality customer service in a multi-outlet environment;
- Line management responsibility for staff, including working procedure development, performance appraisal, training & development and discipline.
- Area business planning and reporting on achievement against targets.

## **SKILLS**

She has a working knowledge of most management activities, and particular skills in strategic planning, business operations, marketing and branding, project management, training and management development and general management.

## **QUALIFICATIONS**

### **PROFESSIONAL**

- Diploma in Project Management from Stonebridge College.
- Wine and Spirit Education Trust Certificate and Higher Certificate.

### **ACADEMIC**

- Bachelor of Science Degree (with Honours) in Management Sciences from the University of Manchester Institute of Science and Technology (UMIST).
- 'A' levels in Physics, Chemistry, Biology and General Studies and 7 'O' levels.

## **CAREER HISTORY**

2007 – date: Burgh House Limited  
 2005 – 2007: St. Helena Development Agency  
 2002 – 2005: Own consultancy business  
 1997 – 2002: Career Break (full-time mother)  
 1984 – 1997: The Victoria Wine Co. Ltd.

## **CONSULTING CLIENTS**

For reasons of client confidentiality, consultancy client names cannot be disclosed. However, these have included established and developing businesses in the UK and St. Helena.

## **DOCUMENTATION**

She holds a full UK passport with no travel restrictions, and a St. Helena driving licence for classes A and C.

She has been granted a work permit to do interim management work on St. Helena from February 2007 for up to three years.

## **PERSONAL**

Married (to John Turner, Director and co-owner of Burgh House Limited).

Two sons, aged 12 and 9.

Leisure interests include design, music, and gardening.

