



Angie Major

Angie's strengths lie in organising; planning and communication. She approaches the most basic tasks with a business point of view and a focus of added value. She has worked in a variety of industries ranging from construction to healthcare and brings a depth of business acumen and pragmatism to her work with SWAN. Angie is well known for her collaboration and networking skills.

Angie's role at SWAN is about:

- 🌀 Managing MD's office
- 🌀 Client liaison
- 🌀 PA support
- 🌀 Project management and administration for client events

Angie has been responsible for the project management of European initiatives, and in her role as Membership Development Manager was a line manager of a small team. Her early career was in secretarial and project assistant roles.

Angie was Membership Development Manager at the Institute of Clinical Research for seven years where some of her major achievements were:

- 🌀 project managing the launch of the publication of the book Principles of Clinical Research
- 🌀 the re-launch and maintenance of the Institute's website
- 🌀 developing a Marketing Plan for the organisation
- 🌀 restructuring of the Membership Levels and introduction of designatory letters
- 🌀 streamlining and process re-engineering of the membership renewal process
- 🌀 establishing and facilitating discussions forums, subcommittees, working groups and events across Europe.

Background

Angie's most recent personal development includes time management, stress management, line management and first steps to management. Earlier in her career, after completing a business studies course at college Angie completed a Secretarial studies certificate and as a personal interest in later years completed several biology undergraduate courses with Open University.