

LEEBOYD

Clare O'Donnell: Practice Manager

Year of Qualification: 2000

Date joined Practice: 1998

Qualifications: BA Business Studies

Professional Membership: n/a

Background and Experience:

Clare has been Lee Boyd's Practice Manager since 2001. She is an experienced administrator with excellent organisational, planning, time management and communication skills. She has over twenty years' experience in an office environment (19 of these in architectural practices).

To ensure the smooth running of the Practice, Clare's key roles include providing support to the directors, maintenance of cashflow and agreeing project fees, marketing and project/awards submissions, personnel records and administration, implementation and maintenance of office procedures and protocols and Company Secretary duties.

She has excellent IT and desk top publishing skills and is expert in a number of packages including Microsoft Suite, Photoshop and In Design. She is enthusiastic with a good eye for detail and is able to work unsupervised and under pressure.

Clare is also responsible for managing Solutions Software, our custom designed database system, which manages all project information including e-mails, certificates, letters and schedules.

Another of her key roles is the successful administration of the Professional Property Services contract for the Scottish Parliament. She currently organises, attends and records all of the Client and Design team meetings and is responsible for coordination of the monthly project reports. She also calculates and prepares the monthly and quarterly KPIs and the project fees with supporting information. Clare is responsible for starting up and closing down projects and maintenance of the project status sheet and directory. Clare also plays a key role in ensuring that all action points are attended to in advance of the Client meetings and that all projects are within the budget and programme agreed. Clare has established and maintained good working relationships with both the Client and Design teams.

Clare works hard to continuously improve established procedures and add value, both within the office and within project environments. Clare was instrumental in reviewing the design of the latest project reporting forms for the Scottish Parliament, highlighting potential issues more clearly.

Clare plays a key role in writing tender bids prepared by the Practice and is skilled in coordinating the team and LB's contributions to meet tight deadlines.

