

VTS ADMIN PROFILE

Name: Tracy Farrow

Role: Receptionist

Joined VTS: 2016



Tracy is responsible for:

- Maintaining a well organised office and stock
- Organising the office diary and learner tests
- Welcoming visitors and dealing with phone enquiries
- Sending certificates and overseeing incoming and outgoing mail

Experience:

Tracy has extensive administrative experience across various industries, with a strong emphasis on customer-facing processes and tasks.

At Hennerton Golf Club in Reading, Tracy assisted the manager and owner, before working at the University of Reading where she handled main reception duties and provided administrative support to the Vice Chancellor's Office.

Tracy has also worked at Southend Borough Council where she performed a variety of reception and administrative tasks.

Personal Hobbies:

Tracy's hobbies include walking her dog and spending quality time with friends and family. One of Tracy's passions is reading, particularly in the garden during the summer months.

With a love for visiting Italy during holidays, Tracy is currently learning Italian using Duolingo and hopes to start formal classes when she has the time.

Dining experiences are a favourite pastime for Tracy, as she loves to explore new food and drinks, as well as attending as many concerts and theatre shows as she can.