

Tracy Morgan



Personal Profile

Administration Assistant

My role at ATtherapy is as an administration assistant in order to support the business team and ensure the smooth day to day running of ATtherapy.

I am a highly organised individual with excellent administrative skills and a background working in a solicitor's office where I was the personal secretary to the head of the matrimonial department.

My role now includes a wide range of tasks including the ordering of specialist equipment, which can range from eye gaze technology to switch adapted toys, keeping the office running smoothly and supporting the development of our Admin Apprentice. Alongside this I support the clinical team in typing casenotes and ensuring they have what is needed to provide the highest level of patient care.

Work experience

ATtherapy – role as detailed above

Clifford Johnston and Co Solicitors - general office and admin duties, including diary management, typing pool for Conveyancing/Wills and Probate/Criminal/Personal Injury and Immigration Solicitors. Personal secretary to the Matrimonial and Mediation Solicitor.

Metcalfe Wright and Platt Solicitors - general admin and office duties, including typing, filing and reception.

During a career break after having my 3 children, I enrolled on a Painting and Decorating course at Stockport College. I then started working for different clients completing a range of tasks from hanging wallpaper to painting murals on their children's bedroom walls. I also used my decorating skills to organise and create themed birthday parties, which ranged from Mad Hatter Tea parties to Hawaiian tropical beach disco's. The birthday parties also meant that I could be highly creative with my love of baking.

I now combine my creative side with my professional side to help with the day to day running of the office and supporting organisation of the therapy team.

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