

# Owen Meredith

## Curriculum Vitae

### **Professional Profile**

**Organised and enthusiastic professional with a background in small business, politics and project management. Extensive experience in grass-roots politics in addition to research, press, new media, casework, and team management. Seeking a challenging role which plays to strengths in analysis and decision-making.**

Experienced PRINCE2 qualified project manager with skill base stemming from both professional and political background. Has acute political knowledge gained supporting senior cabinet members at Borough Council level as well as Prospective Parliamentary Candidates. Has acted as agent, campaign manager, Constituency Chairman and held national office within the Conservative Party.

Creativity, strong communication and organisational skills enable effective working from day one.

### **Education & Qualifications:**

**Keele University, Staffordshire [2004-2008]**

**Marketing and Politics BA(Hons)**

**Bassaleg School, Newport [1997-2004]**

**A level: Economics, Business Studies and Law**

**AS Level: Geography**

**GCSE: 10 A-C grades (inc. English & Maths)**

### **Recent Training Courses:**

**PRINCE2 Practitioner, Knowledge Train [February 2010]**

**Effective Influencing Skills, ICE [June 2009]**

**Advanced Presentation Skills, Gainsborough Training [May 2009]**

**Media Training, Young Britons Foundation [October 2008]**

### **Employment History & Experience**

October 2008 – Present

**Institution of Civil Engineers, London**

**Innovation Executive / Project Manager**

*Ensuring the effective management & delivery of innovative ideas & knowledge outputs through the Institution's Learned Society. The role requires strategic planning and management of Expert Panel and Associated Society activities to promote 'engineering at the heart of society'.*

#### **Key Responsibilities:**

- Project management of flagship State of the Nation report
- Leading research and submission to government consultations
- Writing and updating key policy position statements
- Reviewing proposals and presenting recommendations to committee
- Strategic planning, budgeting and implementation of panel activities
- Creating and developing annual program of outputs and activities
- Delivering an 'excellent' customer orientated service to members
- Providing digests and summaries of relevant information to committee
- Deputy Chairman, Staff Council

#### **Key Achievements:**

- Conducted review of 'online communities' requirements for the ICE group
- Conducted review of resource allocation to Associated Societies, identifying efficiency savings totalling £100k
- Streamlined process management and shortened consultation response times

September 2005 –  
August 2008

**Greater Staffordshire Conservative Group, Stafford**  
**Political Assistant & Senior Administrator** (*part-time*)

Key Responsibilities & Achievements:

- Political researcher and advisor
- Managing and processing casework
- Press relations: writing press releases and communications with media
- Managing volunteers and dealing with public enquiries
- Co-ordinated highly successful Post Office anti-closure campaign
- Designer and editor of *Stafford Matters* and other political literature
- Created new membership management practices

June 2005 –  
August 2008

**Campus Clothing UK**  
**Events Manager** (*Regular contract work*)

Key Responsibilities & Achievements:

- Managing graduation events throughout the UK
- Day-to-Day management and training junior staff
- Consistently exceeded sales targets

September 2005 -  
June 2008

**African Speciality Products Ltd, Staffordshire**  
**Personal Assistant**

Key Responsibilities & Achievements:

- Support to Managing Director in role as finance portfolio holder on local Council
- Established and sold retail business, with direct to consumer sales online
- Office administration

**Key Voluntary Roles:**

September 2005 –  
March 2009

**Conservative Future**  
**National Management Executive (NME) (2008/9)**  
*Previous Roles: Staffordshire Area Chairman (2005-8)*  
*Keele University Chairman (2005-7)*

Key NME Responsibilities & Achievements:

- Creation, implementation and delivery of 2008 student campaign
- On-time, on-budget campaign, expanded the Conservative presence at universities to over 100 institutions (~50% increase from previous year).
- Created framework and best practice analysis for future campaigns
- Conducted review of support and structure for 'Working Life' members

September 2004 -  
June 2008

**Student Councillor**  
**Keele University Students Union**

March 2005 -  
June 2007

**Campaign Assistant**  
**Newcastle-under-Lyme Conservative Association**

**Additional Information:**

Other Roles of  
Responsibility:

**Director, RIHO** (*property investment company*) [2006- present]  
**Company Secretary, JMP (UK) Ltd** (*Quantity Surveyors*) [2004- present]  
**Constituency Chairman, Newcastle-under-Lyme Conservative Association** [2008/9]  
**Campaign Manager, Caerphilly Conservative Association** [2004]

Interests &  
Activities:

*Economic affairs, sustainability and climate change, environmental politics, youth issues and engagement, Welsh affairs.*  
*Former youth charity leader, member of Countryside Alliance; volunteer for Royal British Legion.*

Personal:

Nationality: British

