

JAN BUCHANAN-MEDINA: SECRETARY

- Fifty years international experience : copywriting, direct marketing, strategy and administration
- 14 years as founder and Principal of Direct Marketing company, main client American Express
- Creative Manager for UK, France and Italy in European Marketing Headquarters of Avon Cosmetics
- Creative manager and then Director for Australia, New Zealand, Hong Kong, Thailand and Malaysia in Pacific Marketing Headquarters in Sydney
- International Director for Pacific, SE Asia and Canada at world headquarters in New York.
- Tutor for Australian Direct Marketing Association and member of Sydney Board of Directors
- Qualified Speech and Drama teacher - not sure where that fits in
- Experienced in market research in Europe, Asia and Australia; personal interviewing and reporting
- Experienced at preparing and administering budgets
- Experienced writer capable of accurate reporting, experienced meeting attendee, accustomed to preparing agendas and minutes
- Regular bridge player Monday and Thursday afternoons, specially interested in encouraging new players.