**Shelley Williams-Walker**

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September 2022 - present

**Senior Adviser, Office of Boris Johnson**

* Set up the Office of Boris Johnson to support Mr Johnson as a former Prime Minister
* Responsible for all aspects of running the office, including supporting Mr Johnson with his speaking engagements and supporting his ongoing work on Ukraine.

July 2019 - September 2022

**Director of Operations, No10 Downing Street**

* Responsible for scheduling, travel, international summits, events and visits
* Oversight of a team of 20 staff

June 2019 - July 2019

**Head of Operations, Back Boris Campaign**

* Executed a successful launch event and campaign of visits around the UK, ensuring good regional and sectoral exposure, and gaining extensive media coverage throughout.
* Extensive liaison with MPs, local Conservative Associations and senior CCHQ staff.
* Built up and managed a team of about 10 staff and volunteers.
* Led on elements of the transition plan, including an extensive programme of activity for the first two weeks in office as Prime Minister.

December 2016 - May 2019

Head of Newsdesk and Events (and subsequently Head of Travel and Events) for the Foreign Secretary, FCO (Boris Johnson 2016-2018; Jeremy Hunt 2018-2019)

September 2016 - December 2016

Temporary Duty at the UK Mission to the United Nations, New York

August 2015 - August 2016

Senior Events Officer, HM Treasury

September 2014-August 2015

Assistant Private Secretary to the UK National Security Adviser, Cabinet Office

July 2011 - September 2014

Private Secretary to the British High Commissioner, Islamabad, FCO

May 2010 - July 2011

Assistant Private Secretary to the Deputy Prime Minister, Cabinet Office

September 2008 - May 2010

Assistant Private Secretary to the Foreign Secretary, FCO

Various roles from 1999-2008 in the Foreign and Commonwealth Office and the Cabinet Office