Curriculum Vitae

**About me**

Dedicated and ambitious Marketing Executive with a proven track record of managing multiple businesses' social media presence and websites. Proficient in graphic design using Illustrator, Photoshop and InDesign, I bring a diverse skill set honed through experience within PR, logistics, fast food, and a fitness centre. Committed to setting and achieving high standards, I approach every task with determination and strive for excellence in all endeavours. Eager to contribute my skills and drive to a dynamic team in pursuit of organisational success and personal growth. I have a drive to learn and am currently expanding my knowledge within HTML code by completing courses and working on projects in my free time.

**Work Experience**

**2021 – 2024 –** From April 2021 until March 2023 I worked for a manager who owned the below businesses.

**Cadence Innovation Marketing -** CIM is a PR company working within the industrial sector for multiple manufacturing companies, mainly Schneider Electric. Within the company I worked on the website I also posted on the company’s social media and began writing blogs for the website to keep up our customers up to date and informed. Creating and editing graphics for reports were also in important part of my roll during this business and I believe I fulfilled these to the best of my ability.

**Million Dollar Masters Club -** I played a vital role in enhancing the company's online presence. Utilizing my skills in Express and Canva, I spearheaded efforts to improve the website, implementing crucial modifications to optimize its functionality and appeal. Additionally, I managed social media channels, strategically leveraging them to engage with our audience and promote participation in various initiatives. My contributions significantly enhanced the user experience and bolstered the company's digital footprint.

**Accord Resourcing –** As well as managing social media campaigns to find new recruiters for the company I was asked to build a website from scratch from given ideas from the team as the old website was not professionally made and the owner was not able to edit the site himself.

**First Friday Club -** During my tenure at FFC, I played a central role in managing media briefings for external companies and media teams, fostering productive interactions between editors, journalists, and industrial manufacturing entities. My responsibilities encompassed creating Eventbrite pages with customized graphics using tools like Photoshop and Illustrator, sending invitations, coordinating presentations, welcoming guests, and addressing any event-day issues that arose. With meticulous attention to detail and adept problem-solving skills, I ensured seamless event execution and facilitated meaningful engagement among participants, contributing to FFC's reputation as a trusted partner for media engagements in the industrial sector.

**2019 – 2020 Heinloth Transport UK (03/19 – 08/20) -** As an apprentice at Heinloth Transport UK, I managed import/export data, assist customers via phone and email, and oversee key client management, ensuring prompt issue resolution. Additionally, I coordinate deliveries with 3 main international partners, facilitating large-scale transport from the Netherlands to the UK by liaising with UK companies to plan deliveries in coordination with our transport team.

**2018 - 2019 Virgin Active –** For a year I worked at my local Virgin active as a Membercare Assistant, this role included making sure the members of the gym were happy and any problems they had were resolved as well as keeping the gyms equipment clean and tidy.

**2017 – 2018 Dominos Pizza –** Whilst I was at college, I worked part time at Dominos where I took orders from customers, assisted with making the pizzas as well as keeping the kitchen tidy. After a few months I was promoted to head of customer service at my branch which meant I was in charge of dealing with all customer complaints and training new staff to deal with orders and issues raised by customers.

**Education**

2022 - 2023 Seetec College

Level 3 Certificate in the Principles of Online and Offline Marketing

Level 3 Award in the Principles of Coding

Level 3 Digital Marketing

2019 – 2020 Itec College

Level 3 Business Administration Apprenticeship

2015 - 2017 Seevic College (USP College)

BTEC Level 3 Extended Diploma ICT – D\*DD

2010 - 2015 Castle View School

9 GCSE’s A\* - C (including English and Maths)

**Hobbies**

I routinely attend the gym and have an interest in wellness, sports, reading, cooking, and computing.

**Reference**

Available on request

**Related work / Portfolio**

If you would like to see any websites, graphics or social media posts I have created please let me know and I can send you a copy of my portfolio.