Name

Resides Loughton, Essex
Mobile:
Email:

Profile:

I am a highly motivated individual and consider myself to be a sensible, reliable, hardworking, and conscientious person. I am looking for an administrative or receptionist role where I can build upon the transferable skills I have gained to date through my past roles and studies. I work very well under pressure, have excellent communication skills and work well when working within a team or when working alone.

Education

Dates: Davenant Foundation School 2014- to date

Currently studying the following A Levels (with predicated grades) at Davenant Foundation School:

Media Studies	B
English Literature	B
Geography	B

G.C.S. E's

English literature	8	Chemistry	7
English language	9	Physics	7
Mathematics	7	Geography	6
Biology	7	Religious studies	6
History	7	Spanish	5

Skills:

- Written & verbal
- Numeracy
- Strong work ethic
- Attention to detail & accuracy
- Confident communicator
- MS Office proficient
- Customer service
- Team player
- Flexible & adaptable
- Time management

Experience:

October 2023– to date

The Law Society

- Front of house reception.
- Greeting visitors upon arrival.
- Answered queries both in person, via email and telephone.
- Ensured meeting rooms were kept clean and presentable.
- Sending and answering emails.
- Helped monitor the helpdesk and allocated task.
- Organizing meeting rooms.

Interests & Achievements:

I enjoy cooking, going to the theatre, live music events, going to the cinema with family and friends, meeting new people, culture and travelling.

References:

Available upon request.