

CONTACT



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SKILLS

- Organisation and efficiency
- Excel spreadsheets
- Administrative operations
- Attention to detail
- Microsoft Office
- Communication skills

EDUCATION

2015
NVQ Level 3 Business and Enterprise

2013
NVQ Level 2 Business and Administration

2011
GCSE 9 A*-C grades
Biology (A*) Chemistry (A)
Physics, Maths, Business
Studies (B) English
Language, English Literature,
RE, Textiles (C) French (D)

Motivated admin assistant with 8+ years of progressive experience in a range of business and office industries. Offering expertise in database management, administration and organisation with aptitude in customer service. Energetic self-starter and hard worker able to navigate high-stress situations and achieve goals on time and under budget.

EXPERIENCE

October 2016 to Current

Data sourcing and entry role *Retail Consultants*,

My main responsibilities in this job were:

- Researching openings, closures and current addresses for a wide range of retail, leisure, health and restaurant brands all over the UK and Ireland. All this was done using the internet as a research tool.
- Maintain databases in Access and Excel.
- Using Firefox imacros and Javascript macros to mine data

August 2015 to October 2016

Media Account Executive *Advertising Int Ltd*

This was an office based role which involved:

- Setting public notices for clients, this required preparing text for a design studio, proof reading, liaising with clients to ensure the notice is correct for print, amending where necessary and leasing with the paper to get the notice booked and in print by deadlines
- Accounting tasks including invoicing, end of month payments, credit control, inputting information into Sage.
- Using CRM databases to record all public notice bookings and provide reports for clients.
- Booking online recruitment adverts for clients.
- Assisting the marketing team using websites to acquire contact details for potential clients then preparing and send marketing material.

October 2014 to July 2015

Customer Service Assistant *Midcounties Cooperative*,

This was a weekend job within a supermarket alongside college. My role involved

- Serving customers on tills and kiosk
- Providing excellent customer service assisting customers
- Restocking, price checking and stock taking.

September 2012 to September 2013

Business Administration Apprentice

This role was mainly administration based, where tasks I performed included:

- A large part of this role was recording, maintaining, updating and reporting on databases. I also wrote up summaries for recorded data and feedback given to the centre
- Working on a reception desk dealing with customers face to face, by telephone or email.
- Using Outlook, Word, Excel and Publisher on a daily basis to create marketing for events in the centre
- Maintaining and updating the centre website
- Daily tasks such as photocopying, scanning, binding and faxing
- Minute taking and distribution