

Curriculum Vitae

Male

D.O.B. 25 July 1989

Number of years working in industry:

12 years 10 months



Candidate ID Number: 78815

Nationality: British

Language Skills:

Fluent: English

Permitted to work in: UK - United Kingdom

Position Sought: Assistant Manager, Yoga / Pilates Teacher, Receptionist, Reception Manager

Personal Statement

A proven track record of excellent interpersonal skills with strong focuses in organisation, creativity and administration. I have experience working in high pressured environments and I'm used to working long hours and managing my time effectively whilst constantly maintaining a positive and professional attitude. I am a bright, friendly and personable, working well as part of a team or as an individual.

A vast experience in administrative roles and reception work and would now ideally love to use that experience to start managing a front of house. I've always been interested in well being, health and fitness but making it cool and accessible to everyone.

Seeking work in national locations

Employment History:

August 2016 - February 2020 - Receptionist at (most recent employer hidden for confidentiality) London, UK - United Kingdom, (Home/Mobile)

Duties included:

Through IMPACT I have been working on reception desks across London in a wide range of environments. My regular clients include; WilkinsonEyre, Mediacom, DNEG, IDEO, Pulse Films, Karla Otto, Pan Macmillan. I am often thrown into teams or as their sole receptionist, having to learn and respond quickly with positivity and a sense of calm.

Career Break - Training - industry-related

September 2017 - August 2018 - Receptionist at Absolute Post, Soho, London, UK - United Kingdom, (High Street Store)

Duties included:

At Absolute Post I ran the front of house. As well as general reception duties, I was an assistant to the producers and the running team as well as managing the flow of the production house. Greeting and looking after clients in the waiting area, booking travel, couriers and managing social media / updating the website.

August 2015 - December 2015 - Receptionist at Gymbox, Bank, London, UK - United Kingdom, (Health Club)

Duties included:

Directing all calls and taking general enquiries, greeting all members and new clients, adding tour bookings to the sale team's diaries, selling and replenishing merchandise / stock checking, renewing memberships including chasing payments, correcting DD information. Being a positive representative of the Gymbox brand.

November 2011 - August 2015 - Receptionist at Jamie's Italian, London, UK - United Kingdom, (Health Club)

Duties included:

- Managing all reservations, majority of customers were walk-ins so handling busy waiting lists with priority was left to myself
- Accommodating up to 2000 covers per day
- Organising the flow of more than 9000 people per week
- Managing my team of Hosts/Seaters accordingly
- Communicated effectively with all customers and regularly received email praise from diners at times when they felt I went above and beyond
- First Host to be awarded bonuses due to the company recognising I was efficiently increasing sales by managing the queue effectively

August 2007 - August 2014 - Receptionist at DAA, ARG, RDF Management, VMTalent, London, UK - United Kingdom, (Home/Mobile)

Duties included:

- Working for theatrical agents on a full time and also freelance basis as an agents assistant and PA.
- Managing 30 clients' diaries
- Liaising with casting directors and booking actors in for meetings
- Emailing appointments with all necessary information
- Being a personal assistant to the head Agent, Vic Murray
- Invoicing and chasing payments
- Working at a fast and efficient pace maintaining a high level of organisation as well as a vital understanding of the industry
- Updating client CV's on various websites

August 2006 - August 2007 - Spa Consultant at Champneys Health Resort, Henlow, Bedfordshire, UK - United Kingdom, (5 Star Hotel Spa)

Duties included:

- I ran the coffee shop in Champneys Health Resort, selling all refreshments to guests, recommending treatments, upselling, making sure the clients received outstanding luxury customer service.
- I then spent time working on the reservation phone lines and assisting the finance department.

Products worked with:

Champneys

Education and Qualifications:

2020 Trained online due to lockdown, course based in Texas USA

200 Hour yoga teacher training

200 Yoga Teacher Training, registered teacher with Yoga Alliance

2011 Royal Central School of Speech and Drama

First Class BA(Hons) Acting

2007 Samuel Whitbread CC

2002 - 2007:

3 A Levels (Drama, Media Studies, English Literature). AS Level (Physical Education)
11 GCSE's variety of subjects grades B to A

Vocational Qualifications

IT, social media, websites - very computer literate

Hobbies and Interests

Yoga, theatre, dance, reading, writing, lovely coffee

CV created at www.spastaff.com

