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| Hayley Rutterford  |  | | --- | |  | | hayleylouiserutterford@gmail.com | |  | | 07833661933 | | About I am a driven individual with a desire to succeed in life. I work well independently and collaboratively as part of a team. I ensure I maintain a high standard in the planning and delivery of my work to provide the best service. I am trustworthy, reliable and confident whilst working in new or familiar situations. I enjoy learning and consider my approaches to tasks and pick up processes smoothly. I want to be part of a business where I add value and to learn and progress | | Skills  * Accurate administration * Finance management * Stock procurement and control * Project management * Working collaboratively and independently | |  | |  | | --- | | Experience**WHITFORD PROPERTY SERVICES****CO-OWNER****2015 – 2024** In establishing and co-managing a successful business my responsibilities and accomplishment include providing timely and accurate quotes, project planning to schedule work to meet agreed plans and costs, maintain administration, created business advertising building presence on social media, monitoring finances, assess material costs to order best value and quality materials, and working as part of a team to deliver high quality service to uphold the reputation of business.  **JUST CRAFTIN’ AROUND**  **OWNER**  **2016 – 2024**  From launching a sole trader business Just Craftin’ Around a bespoke handmade craft gift business, I carried out market research, remained up to date with the planned fairs and markets to sell product, produced and maintained the advertising and marketing. Provided confident communication, timely, customer service, with all inquiries, to take the order to create and deliver the product in the agreed timescale  **BRAINY BEARS**  **OWNER**  **2020 - 2024**  During Covid I started Brainy Bears a personalised children’s leaning pack business. I independently started the business and up and began with advertising to generate interest, worked solely to timescales I had set out, worked in a timely manner, recorded and monitored expenditure and profits, developed different advertising and marketing campaign and always provided a high level of customer service and professional service.  **G-MAC DISCO**  **2010 – 2013** I provided customer service and event coordination for the disco hire company. I was responsible for communicating with the customer about the process, what to expect, ensure the customer was happy, resolve any queries. I maintained accurate records, used my exemplary organisational skills to meet strict deadlines and ensure the set-up of the event to be completed on time**.** | | EducationSeptemeber 2024 – PresentCollege of West Anglia – Wisbech  * Level 2 Computing and ICT * Microsoft Office Specialist (MOS)  February 2015 – March 2015My Future program tchc mgn elyPass  * Office skills * Team building * What to expect in the workplace * Confidence building * Industry experience * Enterprise task * Marketing skills  2013 – 2014Cambridge regional college  * Light Vehicle Maintenance – Level 1 – Pass * Functional Skills – Maths – Pass * Functional Skills – English – Pass  2008 – 2013Ely College9 GCSE’s passes achieved | | Volunteer experience or leadership**Ely Runners****2001 – 2012** | |

The main duties in this role included supporting my colleagues with the organising of big running events in the local area, such as The Grunty Fen Run and The Round Norfolk Relay, organising the race and the canteen and keeping the runners motivated by participating in the events and distributing waters and medals.