

Amy Walters

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Profile

I'm an enthusiastic, self motivated returner to the workplace. I'm currently learning to code and looking to work in an environment which will keep me focused on pursuing this interest in my downtime. I'm at the beginning of my journey in javascript both through independent learning and attending codebar. I enjoy the challenge and the satisfaction of learning a new language and am excited by the possibilities of the applications I will eventually be able to build. I enjoy working within a team and have worked previous administrative roles as PA at Director level and office manager along with a number of reception roles.

Experience

Break to raise family 2008-2017 during which time I have run a small handmade crochet business, been a 5* Air BnB host (40+ bookings) and foreign language school host and participated in influencer work on instagram for brands including: Napapijiri, Barefoot Wine, DoubleTree by Hilton, Hello Fresh, Paramount Movies, KeepCup and Homesense among others.

Self employed Ofsted Registered Childminder 2013-2014

During this time I supported 3 families with their childcare needs, rated "Good" at Ousted inspection, I trained in all aspects of child protection with Brighton and Hove Council and qualified as a first aider

Office Administrator Millies Cookies (SSP) 2007-2008

- Provided administrative support to Managing Director.
- Organised and co-ordinated an annual conference for more than 120 delegates of store management staff.
- Co-ordinated transfer of Head Office re-location to London.
- Replied to customer service enquiries and complaints.
- Updated CMS for the brand website and liased with the development agency.

PA to Director of Direct Services RNIB 2006-2007

- Full diary management, including booking meetings, event tickets, accommodation and transportation.
- Answering emails, incoming calls and running professional and personal errands to ensure the Director could dedicate all available time to the charity.
- Minute taking at Board Level.
- Liasing with Clients and other board members.

2005-2006 Round the World Trip. 10 countries.

Other sales, customer service and administrative roles between 1998-2005 with Premier Holidays, New Millennium Experience (The Dome), GE Capital, Yorkshire Bank, Living Ventures, NTL, The Automation Partnership.

Education University of Leeds Philosophy BA Single Honours 2: 2 2004

Hills Road Sixth Form College Cambridge: 4 A Levels (B-D)

John Henry Newman School, Stevenage 11 GCSEs (A*-B)

Skills Microsoft Office, HTML, CSS.

Interests Reading, long distance/ultra/adventure running, crochet, coding - currently attending workshops at Codebar Brighton

References On Request