

# OLIVIA HARRIES



## PROFILE

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Sawbridgeworth, CM21 0DF

I am a motivated and enthusiastic individual who has recently completed my A-levels and am now continuing in further education to further develop my skills and knowledge. My studies have taught me how to manage my time effectively, work independently, and meet deadlines, while also strengthening my problem-solving and communication abilities.

I am keen to gain work experience alongside my education to apply what I have learned in a practical environment, develop new skills, and contribute positively to a team. I am hardworking, reliable, and have good people and leadership skills, with a strong commitment to delivering my best in any task I take on.

I believe my adaptability, willingness to take on new challenges, and ability to work both independently and collaboratively make me a valuable addition to any workplace.

## EDUCATION

### SECONDARY SCHOOL & SIXTH FORM

Leventhorpe School, CM21 9BY  
9 GCSEs, 3 A levels and a Certificate in Financial studies.  
GCSEs: 7 in English 5 in Maths  
A Levels: Achieved an A in Business Studies, B in English Literature, B in History and A in Finance

2018-2025

### LEVEL 4 DIPLOMA IN DIGITAL MARKETING

Fashion Retail Academy, EC2M 6SE  
2025- Present

## EXPERIENCE

### WAITRESSING

Coho Brasserie, CM17 0HQ

2024- Present

- People and leadership skills
- Customer service
- Communication and teamwork
- Problem solving and handling stressful situations

### ANIMAL WELFARE

The Dog House, CM21 9QE

2023-2024

- Customer service
- Health and Safety awareness
- Attention to detail and time management
- Teamwork and independence

### MARKETING EXPERIENCE

HL Display Ltd, CM19 5BH

2024

- Analytical, digital and technical skills
- Customer awareness
- Teamwork and collaboration
- Creativity and problem-solving

## SKILLS

- Customer service
- Leadership
- Communication
- Collaboration
- Problem solving
- Time management
- Hardworking
- IT skills
- Basic marketing
- Health and safety awareness