



# HARRY SPARKES

## Personal Assistant

### Profile

I'm an experienced, hardworking and responsible individual with a keen eye for detail. I work well both individually and as a team, and can be relied upon to be punctual, cheerful and driven. I'm always looking for ways to improve myself and to support those around me, and work consistently well under pressure.

### Education

Vanridge University

2010-2014

First-class degree in Marketing

Sprouthill Academy

2004-2010

10 GCSEs and 3 A-Levels

### Experience

2016-Present

Cloudings Agency

Personal Assistant

I am now a personal assistant to the Creative Director of Cloudings Agency, managing their calendar, booking trips, organising client meetings, and other general day-to-day duties to make their life easier.

2014-2016

Lavenda Agency

Junior Office Assistant

Following university, I began working as a junior office assistant, learning as much as I could about the industry and ensuring that I went above and beyond in my role.

### References

Joe Campbell

joecampbell@destinationcruiseco.site.com

### Contact

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