



PROFILE

I am an ambitious and analytically minded individual looking to take the next step in my career.

My ability to adapt and learn quickly enables me to improve and develop no matter the setting. This is something I consider very important for personal and professional growth.

Alongside my varied office experience, my personal skills allow me to confidently face new challenges. I appreciate any opportunity to learn and excel in different environments.

CONTACT



SKILLS

Communicating Effectively
Improving Efficiency of Processes
Working Under Pressure
Excellent Computer Skills
Time Management & Prioritisation of Workload

EXPERTISE

Microsoft Excel incl. Lookups, Pivot Tables & Macros
SQL
Tableau
Programming
Full UK Driving Licence

INTERESTS

Folk Music & Dancing
Skydiving
Physics
Esports

EDUCATION

Physics Salford University
2017 - 2018 | Completed first year of an integrated masters course

A-Levels Beaumont School, St Albans
2015-2017 | Physics B, Maths B, Chemistry C, AS Psychology D

GCSEs Sir Frederic Osborn School, Welwyn Garden City
2010 - 2015 | 9 A*-C including English, Maths and Science

PERSONAL DEVELOPMENT

Webmaster & Officer Fool's Gambit Morris. Managing the website for the Morris dancing side I am part of, ensuring it runs well, and information is updated regularly. I am also an elected officer in the team, responsible for managing the rest of the members and the external interactions of the side.

PROFESSIONAL EXPERIENCE

- Commercial Finance Analyst | Irwin Mitchell | Sheffield
May 21 - May 22 | During this year long temporary contract at a national renowned solicitors I:
- Built and maintained dashboards using Tableau servicing the whole business, from board level management to solicitors.
 - Answered ad hoc queries that required comprehensive knowledge of the large data structures maintained by the company.
 - Wrote custom SQL queries to improve efficiency and usability of reports.
 - Personally liaised with stakeholders to build reports/dashboards and was the data insight team's representative in meetings regarding rollout of new reporting initiatives.
- Finance Data Analyst | ITM Power | Sheffield
Jan 20 - May 21 | Joining this world leading green-energy company, I took on the responsibility of monitoring all grant claims and provided operational support to the finance team.
- Compiling financial data for submission to grant bodies and handling audits.
 - Creating high quality reports to support project managers in accessing relevant financial data in a straightforward and timely manner.
 - Improving data literacy across the team by providing weekly Excel training sessions - including pivot tables, advanced formulas and macros.
 - Improving process by implementing VBA driven macros, Power Automate and simple programming such as PowerShell.

- Compliance Officer | Environment Agency | Sheffield
Aug 19 - Dec 19 | A temporary position involving:
- Processing applications whilst adhering to and assessing within the strict regulations laid down in EU and UK law.
 - Collating and disseminating information on high risk and fraudulent operators.
- Administration Assistant | Nomical | Manchester
Oct 18 - Jul 19 | At this fast paced and high-pressure tech start-up, I took up an incredibly diverse role, primarily based in the provisioning department. This role involved:
- Managing and organising engineers by scheduling jobs, creating checklists as well as diagnosing and assisting with technical issues.
 - Configuring and repairing computer equipment, ensuring compliance with data protection laws and ensuring sufficient security.
 - Standardising and documenting previously inconsistent processes.
- Intern - Database Management | Affinity for Business | Welwyn Garden City
July 18 - Oct 18 | This was an internship in a national water company involving:
- Cleansing/updating the database to expedite the transition between an outdated bespoke CRM system and Salesforce.
 - Revising the account hierarchy for key accounts to enable more efficient analysis of customer data.