

# Batista Atambo

Driver's License: Cars (Automatic)  
Eligible to work in the UK: Yes

## CONTACT

batista.atambo@googlemail.com

## CURRENT STATUS

### Tech bootcamp Student

I am currently enrolled in the Trilogy Skills/EdX Front-End Web Development BootCamp course to become a full-stack web developer. I am passionate about technology and believe it's vital for businesses and everyday life. My goal is to be a part of the tech industry.

## EXPERIENCE

### Data Processor/Administrator

Diversey UK (Hays Recruitment) | July 2022 - September 2022

Within this role, I worked within the Sales and Marketing team, where I was partly responsible for the data processing and checking of product information. As well as, I worked with the marketing and regulatory teams to ensure that data stored on Excel spreadsheet was correct and accurate. In addition to ensuring accuracy and attention to detail was kept at the centre of the role, I made calls and liaised with suppliers to ensure the product information was provided met the regulation guidelines.

### Warehouse Operative

Clipper Logistics PLC (People Solutions Agency) | October 2021 - February 2022

As a warehouse operative, my role is to safely and securely load/unload customers' goods in line with warehouse targets and to pick customer orders from the stock. Also, I scan and process customer's orders on the computer, so that it is ready to be packed for delivery. In general, I carry out a range of relevant duties as directed by management to ensure the effective performance of the warehouse operation.

### Apprentice Personal Assistant

Northamptonshire County Council | June 2019 - January 2020

As an apprentice personal assistant my role involved me supporting the Executive support team with providing admin support for the Directors and senior members of the council. My responsibilities consisted of diary management, minute taking, acting as a first point of contact: dealing with correspondence and phone calls. organising meetings and appointments, and booking and arranging travel, transport and accommodation. As well as this, I provided lunches and refreshments for the directors and the chief executive.

## INDUSTRY

Administrative Assistance  
Customer Service  
Charity  
Childcare  
Education  
Logistics

## EDUCATION

### Bachelor's in Early Childhood studies

University of Northampton -  
September 2012 to July 2015

GCSE English Literature: C  
GCSE English Language: C  
GCSE Maths: C  
GCSE Additional Science: C  
Northampton school for Girls -  
September 2005 to July 2012

## SKILLS

- Child Protection (1 year)
- Diary Management (Less than 1 year)
- Minute Taking (Less than 1 year)
- Caseload management (1 year)
- Childcare (4 years)
- Microsoft Outlook (Less than 1 year)
- Sharepoint (Less than 1 year)
- Microsoft Word (10+ years)
- Customer Service
- PA
- Warehouse Experience
- Picking and Packing

## **Early Years Educator**

Imperial College London | October 2018 - February 2019

As an early year's educator, my role and responsibilities consisted of me encouraging learning and development, through play and teaching and created a secure environment to help children to learn. It was important to work with parents to support their children. My day to day task centred around me enabling children to build their literacy, language and numeracy skills. As well as, monitoring their progress and planning educational games. The aim was not only meet the children's individual needs; but to also help the children get ready for the transition into a classroom environment and become more independent when carrying out daily tasks.

## **Children and Young People's Practitioner**

Eve-Domestic Abuse Charity | September 2017 to August 2018

In this role, I was responsible for providing holistic and specialist support to children and young people who have been victims of or witnessed Domestic Abuse. My responsibilities included assessing the risks and needs of victims of domestic abuse and their children using assessment tools and referring to other statutory or voluntary agencies as appropriate. I also established play sessions and ensured all children's work and activities complied with Ofsted requirements. As well as this, I Managed caseloads to ensure each child/ young person received the appropriate service individually to their needs. Also, one of my responsibilities was to keep and maintain records of both electronic and paper-based as appropriate and provide written reports when required. Lastly, I comply with data protection legislation, confidentiality and information sharing policy and procedures, and all legislation connected to my role.

## **Programme Assistant**

KidsAid | August 2016 - February 2017

I worked as a part-time intern at a Northampton based charity called KidsAid and piloted the 'Roots of Empathy' programme. KidsAid is the host organisation for the delivery of the "Roots of Empathy Programme" for Northamptonshire. It is a classroom-based programme aimed at raising social/emotional competence and increasing empathy. My role was to assist the UK manager of the programme in recruiting schools and families. This included me engaging with all aspects of the planning, delivery and day to day administration of Roots of Empathy. Also, working closely with KidsAid staff and the wider partnership.

## **Research Assistant**

University of Northampton | March 2016 - September 2016

I was a research assistant for the 'valuing diversity' research project that was launched by the Dean of the Faculty of education and humanities at the University of Northampton. My responsibilities included planning meetings with academic staff, producing a literature review of issues related to the experiences of diverse students within higher education. As well as, designing focus group questions, analysing and interpreting focus group data.