

Receptionist and Administrator at Woking Gymnastics and part time Web Development student. Currently in the process of completing a full-stack Web Development course online with the aim of pursuing a career as a Web Developer.

Relevant Work Experience

Jan 2017-
Present

Reception and Administration – Woking Gymnastics Club

- *Customer service including cash handling, taking class bookings and maintaining class waiting lists*
- *Use of Microsoft Word and PowerPoint to produce club content and promotional material*
- *Use of Microsoft Excel for day-to-day operations and statistical analysis*
- *Maintenance of Club Management system*

Jan 2015-
Present

Web Content Administrator - Robert Dyas

- *Use of Microsoft Excel, Emarsys and Google Analytics software to produce weekly reports on email marketing campaigns.*
- *Adding, improving and maintaining digital content on the Robert Dyas Website*
- *Regular liaison with internal Trading, Marketing and Communications teams and external suppliers*
- *Use of BI reports, Search reports and promotional information to determine products and offers to promote on website landing pages and special offers page*
- *Responsible for assuming basic duties of the Email Marketing Executive in the event of their absence. Responsibilities include building and scheduling emails and generating weekly email report using data from Emarsys and Google Analytics*

Aug 2014 -
Dec 2014

Buying Administrator - Robert Dyas

- *Setting up product information on product database software for trading team*
- *Composing ticket information and structure using NetTickit*
- *General administrative tasks in the office*

2008 - 2014

Trampoline Gymnastics Coach at Glasgow Trampoline Club (GTC)

2006 - 2014

Paid Work Experience

- *Various seasonal and temporary roles in aid of my studies*
- *A variety of roles included customer service, sports coaching and manual labour experience*

Voluntary experience

2014

Volunteer on a Sport Club Management course run by Club Management Association Europe

2013 - 2014

Stirling University Trampoline and Gymnastics Club Coach

2014

CMAE Club management course

Voluntary role working with Scottish Gymnastics in order to provide detailed notes in order to compliment the content delivered during a sport club management training week at the Stirling Management Centre

- My experience on this project enabled me to build on my experience as a club manager, to establish contacts in Scottish Gymnastics and in Gymnastics clubs in Scotland.
- 2011 - 2012** **Scottish Student Sport Trampoline League Co-ordinator**
Voluntary role for the governing body for Scottish Student sporting leagues and competitions
- Successfully co-managed the Scottish Student Trampoline League for the 2012/13 season. Responsibilities included event management and competition booking and planning, annual budget production, management of entry forms and fees and marketing events through social media.
- 2010 - 2011** **Captain of Glasgow University Trampoline Club**
Head of Glasgow University Trampoline Club committee.
- Responsibilities included event organisation, task delegation, creating committee meeting agendas, conflict resolution when necessary, communicating committee decisions and club procedures with club members, addressing the concerns and queries of club members and ensuring a positive social and sporting environment within the club.
- 2008 - 2014** **Glasgow University Trampoline Club Trampoline Gymnastics Coach**

Education:

- Feb 2017 - Present** **CareerFoundry**
Full-Stack Web Developer Online Course
- 2013 - 2014** **University of Stirling**
Post Graduate Certificate in Sports Management (Final grade: Merit)
Respected postgraduate course focused on developing management skills in the sports industry. The course included finance and research method modules as well as training in leisure and sport facility management.
- 2008 - 2012** **University of Glasgow**
MA in Philosophy and Theology & Religious Studies (Final grade: 2:1)
- 2001-2008** **Howard of Effingham Secondary School**
- **A-Levels:** History (B), Psychology (B), Religious Studies (A) Government and Politics AS-Level (B)
 - **GCSEs** in ten subjects including Maths (B), English (A,C) and Double Science (BB)

Other competencies & achievements

IT

- Understanding of HTML, CSS and various Web Development online resources including Bootstrap, StackOverflow, GitHub and BitBalloon
- Completed Advanced, in-house training courses on Microsoft Excel, PowerPoint and Word
- Completed introductory course on Visual Basic and Excel Macro construction
- Experience working with product databases, BI software, website platform software including Magento, Google Analytics, Google Adwords and introductory knowledge of Mailchimp.

Sport

- Competitive Trampoline Gymnast at national and International level
- Senior Scottish Gymnast of the year – 2010
- 13th place in the Senior Men's British Final 2012
- Full Blues from the University of Glasgow and the University of Stirling
- Colours awarded for services to a Glasgow University sports club

Referee details available on request