

Charlotte Berry

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About Me

I'm currently studying a Computing & IT and Mathematics Degree with the Open University and hope to go into a career in Web or Software Development. My modules for this year cover Website Development (average grade 88%) and Programming using Java (average grade 96%).

In my current role I organise all social media posts, arrange giveaways, liaise with influencers and other brands, take and edit photographs and videos and make sure that our website is up to date including adding products. During my time at Simply Cake Co. I have gained experience in using various programmes such as Premier Pro and maintaining and developing the website using WooCommerce and relevant plugins.

In my spare time I enjoy music and dance lessons, and I love watching films, baking cakes and spending time with my cats.

Key Skills

- Time management
- Adaptability
- Communication
- Java, JavaScript, PHP, HTML5, SQL
- Spelling and grammar
- Accuracy/attention to detail
- Customer service
- Drives own vehicle

Summary of Qualifications

Currently studying – Computing & IT and Mathematics Degree (completed Stage 1 of 3)
Media Studies BTEC – DDM
Music BTEC – Distinction*
AS Level Film Studies – Grade B
GCSE English Literature – Grade B
GCSE Science, Maths, Music, Media Studies – Grade A
GCSE English Language, Textiles, ICT – Grade C

Professional Experience

- May 2021 to present – Simply Cake Co.

Administrative Assistant / Social Media Manager & Website Maintenance

Managing Instagram, Facebook, TikTok, Meta Business Suite, responding to enquiries from customers and other companies. Editing content using Procreate, Premier Pro, Photoshop and Lightroom. Uploading products and editing content on Simply Cake Co.'s website using WooCommerce and Elementor, and uploading and maintaining products on Not on the High Street, Amazon, Raw & Flawless, TikTok, Yumbles and Etsy.

- September 2020 to May 2021 – Waitrose

Night Replenishment/Shopper

Replenishing/rotating stock, arranging promotional displays, working quickly under pressure, picking and packing online orders quickly/accurately, observing H&S, achieving targets and deadlines.

- October 2019 to August 2020 – Selfridges

Stock Controller

Picking/packing stock to be returned to the supplier/warehouse, processing store-to-store transfers, maintenance and logistics of storage systems, meeting targets.

- January 2015 to October 2019 – Majestic Cinema

Relief Manager / Duty Manager

Staff management, cash handling, customer service, film scheduling, projection, recording staff hours, arranging rotas, stock control and orders, projection, admin & HR duties, stocktaking.

References available on request.