

JASKIRAT KAUR

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📍 London, UK

PROFILE

Experienced office manager with project management and customer service skills, looking for new opportunities in an organisation in which I can develop my career.

WORK EXPERIENCE

● Office Manager

Spirit UK Managed Services

2021 - Present

GSuite Capsule ITGlue
Windows Trello Atera

- Created new systems to manage inventory and streamline asset management
- Introduced a new CRM system to optimise workflow
- Providing excellent customer service to all clients
- Administrative duties - coordinating meetings, responding to email enquiries via a helpdesk ticketing system, and managing all client orders

● Barista & Creative Assistant

VE6 Coffee

2020

Hootsuite Square Mile Coffee Roasters

- Designed typography and signage for marketing
- Barista, trained by Square Mile Coffee Roasters
- Managed creative space bookings
- Developed and drove social media strategy
- Monitored stock inventory

● Customer Services

Representative

LEGOLAND Windsor Resort

2014-2015

- Responding to written and telephone feedback
- Meeting daily targets
- Weekend office manager

EDUCATION

● Fine Art BA (Hons)

Birmingham School of Art

2016-2019

● Art & Design Foundation

Diploma

Reading College

2015-2016

● A-levels

St Bernards Catholic

Grammar School

2013-2015

COURSES & VOLUNTEERING

2021

- **120 Hour TEFL Certified:** English teaching

2020

- **Cool It Arts:** London art club assistant

2019

- **Coventry Biennial:** Exhibition invigilator
- **Art Handling & Installation:** UAL short course

2018

- **Book & Paper Conservation:** Via Pothi Seva

2013

- **National Saturday Art Club John Lewis Award:** 5 month art programme at The V&A Museum