

# Jamie Russell

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## Personal Profile

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Self-motivated and adaptable second year undergraduate at the University of Bath currently studying Economics. Developed multiple key skills in past roles such as the ability to work consistently at a high standard under pressure, effective communication and teamwork.

## Education

### University of Bath, Bath | BSc Economics with Placement | 2022 - 2026

- Currently working at a 2:1

### The Sixth Form College Farnborough, Farnborough | 2020 - 2022

- AAAA at A level in Economics, Mathematics, Computer Science and the Extended Project Qualification

### Calthorpe Park School, Fleet | 2015 - 2020

- GCSEs: 10 at grade 7 to 9 including English at grade 9 and Maths at grade 8

## Work Experience

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### NonStop Sales Analyst EMEA + LATAM | Hewlett Packard Enterprise, Winnersh | July 2024 - July 2025

- Provided analytic support to the NonStop Global Sales Director and team through management of the business revenue and order forecasts.
- Assisted in transitioning order and revenue management from Excel to Power BI, enhancing accessibility and visibility for the global team.
- Delivered daily updates to a 30+ member team on factory status, order progression, and shipment tracking to ensure operational transparency and efficiency.

### Sales Assistant | Co-op Food, Yateley | January 2022 - September 2022

- Processed cash, credit card and mobile payments and was in charge of cashing up tills.
- Assisted a wide range of customers, maintaining a professional attitude in supporting them with their enquiries.
- Developed effective communication skills, working as part of a team to ensure customers received products within targeted times.

### Customer Team Member | Burger King, Welcome Break, Fleet | August 2021 - January 2022

- Utilised POS system to personalise customers orders and preferences, resulting in increased customer satisfaction.
- Often left in charge of multiple stations at the same time, thereby developing my time-management and multi-tasking skills.
- Committed to following food safety protocols ensuring that all food served met health and safety regulations.

## Key Skills and Achievements

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**IT Skills:** Proficient in Microsoft Office packages, including Excel, Word, PowerPoint, Outlook and Teams. Confident with multiple social media platforms including Instagram and X. Experience using Power BI.

**Programming:** Familiar with the database language SQL, analytical languages such as R and proficient at JavaScript.

**Duke of Edinburgh:** Completed the DofE bronze award in 2019, volunteered at a charity shop for 3 months.

**Achievements:** AmplifyMe Level 4 Certificate in Applied Asset Management, Hampshire FA Certified football referee

## Interests

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- Football - watching it and playing in weekly 5 a-side league, regularly go to the gym
- Reading - both economic/political theory and fiction
- Music - play the drums and attend live shows whenever possible

References available on request