

JAMIE CLARK

CONTACT

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📍 Manchester, UK

PROFESSIONAL DEVELOPMENT

MARCH 2022

Microsoft Technology
Associate: Programming
Using HTML and CSS.

EDUCATION

SEPTEMBER 2009 – JUNE 2012

Diploma of Higher
Education in Music
Production, Futureworks

SEPTEMBER 2005 – JUNE 2006

Certificate of Higher
Education in Humanities,
The Open University

AUGUST 1998 – JUNE 2003

Standard Grade:
Mathematics (1), Modern
Studies (2), English (2),
Music (2), Art (2), Chemistry
(2), Kilmarnock Academy

WORK EXPERIENCE

NOVEMBER 2013 – PRESENT

UNDERGRADUATE ADMISSIONS ADMINISTRATOR / THE UNIVERSITY OF MANCHESTER

- Process Undergraduate applications using The Universities and Colleges Admissions Service (UCAS) and university guidelines.
- Organise and implement the interview process for applicants. Coordinate interview schedules and all administrative tasks related to this.
- Organise and run applicant visit days. Book rooms, liaise with academic staff to deliver presentations, send out invitations and information for the day to applicants, monitor and evaluate feedback.
- Trained and supervised junior staff members.
- Analyse and interpret statistical admissions data on a weekly basis. Use this data to forecast admissions figures for the academic year and produce reports for senior managers and academic admissions tutors.
- Produce marketing and student communications. Oversee social media profiles for incoming students.

SEPTEMBER 2010 – MAY 2013 & AUGUST 2014 – APRIL 2015

SUPERVISOR & BAR STAFF / THE EAGLE

- Oversee the bar and manage other bartenders to ensure a high level of service and excellent drink preparation.
- Ensure all opening and closing tasks are completed quickly and correctly to prepare for the next day of operation.

WORK EXPERIENCE CONTINUED

- Manage schedules, and make sure enough bar-tending staff is always available to service customers.

JUNE 2012 – AUGUST 2013

COMMERCIAL CLAIMS HANDLER / THE ROYAL SUN & ALLIANCE

- Pro-actively manage my caseload by liaising with policyholders, insurance companies and other third-party stakeholders to ensure swift settlement of the claims. Producing progress letters and emails to clients regarding their claim
- Requesting and investigating statements, sketches, police reports, vehicle repair documentation and various other supporting evidence.

AUGUST 2007 – SEPTEMBER 2008

BUSINESS ADMINISTRATOR / THE STUDENT LOANS COMPANY

- Coordinating tuition fee payments to Higher Education Institutions. Managing emails, letters and calls ensuring they are dealt with in an efficient and timely manner.
- Producing reports for Universities and Colleges regarding payments of tuition fees.
- Review, analyse and update databases and maintain knowledge of procedural, system or regulatory changes.