

# LUKE JAMES

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## PROFILE

Creative and disciplined business owner and music graduate with a blend of analytical and problem-solving skills. Possess a visionary mindset, extremely independent and work well to deadlines. Excellent communicator, both independently and within a team. Eager to learn from others and believe the sharing of ideas is the key to success.

## Personal Skills

- Problem Solving and Critical Thinking
- Communication and Collaboration
- Planning and Strategy
- Organization

## CURRENT ROLE

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### Director, Lotus Zen Limited, E-commerce Store

September 2020 - Present

- Single handedly established and currently maintaining own limited company.
- Responsible for driving company brand and strategy, social media marketing, customer service (email and phone), bookkeeping, finances and general administrative activities.
- Proficient in Microsoft Office, Shopify and other relevant admin software programs.
- Developed excellent organizational skills, self-discipline, and acute attention to detail.

## PREVIOUS EMPLOYMENT

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### Jazz Piano Tutor, Self Employed

December 2019 – Present

- Jazz piano lessons for beginner to advanced students.

### Front of House and Bar, Witness for The Prosecution, London County Hall

June 2019 – November 2019

- Served as first point of contact for theatre attendees.
- Performed multiple roles, such as bar work, merchandise sales, ticket sales at the front door, facilitating disabled access, and stockroom duties.
- Exhibited strong communication skills, time management, cash handling, teamwork, and the ability to work efficiently under pressure.

## EDUCATION

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<b>BA Hons:</b> Music (2.1) <i>University of Oxford</i>	2019
<b>A-level:</b> 3A (Mathematics, Music, Theatre Studies) <i>Trinity Sixth Form Shirley</i>	2016
<b>GCSE:</b> 9A* 2A (Mathematics, English Lit., English Language, Biology, Chemistry, Spanish, Music, Theatre Studies, Religious Studies, Statistics, Physics) <i>St Andrew's C of E High School Croydon</i>	2014

## HOBBIES/INTERESTS

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In my personal time I am a jazz pianist and abstract painter. I also have a curiosity for writing absurdist theatre and short stories. Other keen interests include software development, mathematics, Buddhism and swimming.