**Jade-Lotus Elaine Tay**

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**PERSONAL PROFILE**

I am currently Studio Manager for Gamoola (a 3d and AR company) I am responsible for running the day to day accounts on Xero as well as general admin which includes operating company payroll, pension, invoices, VAT as well as liaising with HMRC when required. I also project manage, I work with both clients and designers to ensure that we are on point with our clients storyboards as well as keeping our clients updated regularly as to our progress and keep track of deadlines. I like being busy so stay on top of all the office essentials (stationary, tea, coffee..etc), if something needs tidying or fixing, I tend to very willingly get involved. I enjoy a challenge and am happy to take work home with me.

**EDUCATION & QUALIFICATIONS**

**Cambridge International College Canada 1996-1997**

O.A.C (Canadian A-level equivalent)

Physics, World Issues, Biology, Chemistry, Calculus

English

**EDX Front End Web Development Bootcamp October 2022 – February 2023**

HTML

CSS

JavaScript

Bootstrap

JQuery

NodeJS

React

**SOFTWARE SKILLS**

* Xero  
  Microsoft Office
* Google slides, Google sheets, Google docs, Google Analytics
* Miro
* Unity analytics
* VS Code
* HTML
* CSS
* JavaScript
* Bootstrap
* React
* NodeJS

**EMPLOYMENT AND WORK EXPERIENCE**

**Gamoola Ltd**  **Studio Manager August 2005 - To Date**

Studio 8, 18 All Saints Road W11 1HH

* Xero – keeping company accounts up to date. Generating invoices, chasing payments and submitting VAT
* Liaising with clients and project managing. I analyse storyboards and ensure that we follow the clients brief and regularly update both clients and designers to ensure that we are all working together and are on track with both the brief and timings.
* Unity analytics – I compile analytics for experiences to provide clients with ROI figures
* Payroll
* General office admin and grunt work (assisting designers in anything that is required.)

**Brower Lewis PR Account Manager February 2004 – March 2005**

* I managed 5 different fashion accounts, Amanda Wakeley, Sarah Berman, Anna Trzebinski, Vidette and Startrite. Working with editors and journalists to maximize on press coverage for my clients as well as helping my clients to showcase their collections and maintained press cuttings.

**Giorgio Armani Press Office Press Officer 1999 – 2004**

* I worked as part of a team and worked directly under the PR Manager and Director. I spoke regularly with fashion assistants, fashion editors and stylists to maximise coverage and also learnt how to keep track of and maintain our sample collection.
* I also attended Milan Fashion Week and helped with events in Milan and London.
* I assisted with the press cuttings books, both by contributing to them and keeping up to date with magazines and newspapers

**Guess Shop Assistant / Stock Controller 1997-1999**

* Assisting customers
* Operating the cash register
* Opening and Closing shop
* Counting and maintaining stock levels

**Alumech Own Company 1997**

When I began working in London, I ran my own market stall in Camden on the weekends selling Malaysian handicrafts, soft furnishings and jewellery. During the week, I sold my stock to shops.

**ADDITIONAL INFORMATION**

**Interests**

In my spare time, I enjoy being creative and like problem solving. I like making things, coding and running.