**Miss Jennifer Lowe**

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20 Years Old

**Personal Statement**

I have high ambitions, a good sense of humour and am more than happy to try new things. I try my best at everything I do as I think it is important to be the best you can be. I have initiative; I work well on my own as well as part of a team, get on well with all different types of people and really enjoy the chance to meet new people. I am well presented and have a full, clean driving licence and my own car.

I am Fully PC literate (i.e. Word, Excel, and PowerPoint). I am well-spoken and have excellent written and oral communication skills. I have excellent organizational and planning skills and like to keep on top of things. I am enthusiastic and have a “can-do” attitude. I have good sales ability and problem solving skills. I possess very good people and debating skills and am a very critical thinker but friends would also describe me as having an imaginative and creative side.

**Education**

Baston School, Hayes, Kent - 2005 to 2007

GCSE

Spanish A

French B

English Literature B

Maths B

ICT B

Business Studies B

English Language C

Double Science Award C,C

Holy Trinity College, Bromley - 2002 to 2005

Key Skills Certificate Level 1 in Information & Communication Technology

I moved to Baston School in year 10 as this school closed down

**2008 – Bromley Adult Education**

Dreamweaver Web Design Course

**Employment**

**Ambe Medical Ltd, Kemsing, Kent**

PA to Commercial Sales and Purchasing Manager/Director – January 2011 to July 2011

My typical responsibilities on a daily basis included screening telephone calls, enquiries and requests, and handling them when appropriate, organising and maintaining diaries and making appointments, arranging travel and accommodation for my team, organising and attending meetings and ensuring the manager is well-prepared for meetings, minute taking, dealing with incoming email, faxes and post, liaising with clients and customers on behalf of the Commercial Sales and Purchasing Manager.

I also provided assistance with day to day office administration and assisting the senior buys with creating purchase orders and loading orders onto a computerised ordering system. I also assist the buyers to help research and compare supplier’s prices and provide them with this information. I had been given the opportunity to be a junior buyer/seller myself. Some of my other duties include: research, supplier and customer base expansion, promoting products and general admin/office duties.

**Rhopoint Components, Hurst Green, Oxted, Surrey**

Administrator – December 2009 – June 2010

My duties included; maintaining the stock levels by placing purchasing orders onto the system (Lakeview)and regular stock take, data entry such as confirmed delivery dates, pulling in and pushing out delivery dates, contacting suppliers by email and telephone, allocating stock to the orders and sending it to the stores to be sent out, sending and receiving goods and booking them onto the system, managing the consignment stock, making sure the purchase invoices are up to date, filing away completed orders, keeping records up to date, meeting and greeting customers at reception, general admin duties.

**Goldsborough Homecare Ltd, Tunbridge Wells, Kent**

Care Worker/PA – April – September 2009

My Main duties included; assisting clients with their daily routine (i.e. washing, dressing, eating, medication, movement, household chores, shopping) at different times of the day. I provided 24 hour live-in assistance to the clients including night care and diary management.

**Obvious Improvements, Edenbridge, Kent**

Administration Assistant/PA – Feb 2008 – April 2009

Varied junior administration position including purchase ledger reconciliation, monthly cheque payments to suppliers, daily transaction and banking sheets and daily banking, opening post, sorting and filing it, pricing of stock and data input onto computerized stock control system and typing of invoices and quotations, petty cash and expense forms, advertising designs including leaflets, business cards and the design and update of the website, diary management and booking in jobs and call outs, meeting and greeting customers and sales reps.

**Sep 2007 to Feb 2008Time Off Recovering From Meningitis**

**Debon Hair, Edenbridge, Kent**

Trainee Hairdresser/Saturday Girl – January – August 2007

I worked as a trainee whilst waiting to start my NVQ2 Apprentice course in September 2007 at Bromley College but could not start it due to becoming ill.

Duties included washing hair, keeping the salon clean and tidy and assisting with colouring and hi-lighting. I blow-dried and straightened hair for a number of regular customers and assisted in doing ‘Wedding’ Hair’ on a number of occasions. I can now do all the basics such as washing hair, blow-dry, straighten and curl and men’s cuts. I have some experience of ‘hair up’ for weddings, colouring including mixing, hi-lighting and cutting hair to one length.

**References**

**Academic Personal Employer Employer**

Mr. P Mayhew Miss Hannah Vogt Ms. Yvonne Russell Ms. Jane Caulfield-Brown

Baston School 23 Canterbury Close HR Manager/ PAManager Manager

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Hayes Kent Hurst Green 32 London Road

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