**LEWIS STRATFORD**

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**Profile:**

An adaptable and effective team member, having worked in senior administration roles for ten years, has gained a broad amount of experience in administration duties. When given specific tasks can work independent of the team, remains calm and alert in pressured situations producing accurate results and meets deadlines.

**Work Experience:**

2010 – 2011 Carer

* A career break to relocate and support my partner due to the death of her mother and sister

2000 – 2010 Senior Administrator roles

* Training and induction to new staff
* Building long-lasting relationships between customers, contractors, lenders and underwriters
* Handling customer complaints and resolving in a calmly manner
* Producing reports and figures for all levels of management
* Harnessed high-levels of accuracy and attention to detail
* Use of many different computer programs within companies
* Undertook in a few different administration roles within various companies and agencies – quickly fitting into new teams and learning new procedures
* Have worked for a variety of companies which include:
  + The Ministry Of Defence, Royal Mail, Biffa Waste Services Ltd, Barclays Bank PLC, The Shaw Trust

1995 – 2000 – Fast Food industry

* Staff supervision – including delegation of jobs, training of staff
* Accountable for cashing up
* Maintaining weekly projections stock control and also managing delivery of stock
* Responsibility for opening up and closing the restaurant
* Handling customer services and complaints
* Cooking – adhering to food hygiene regulations
* All this was in one company: McDonald’s Restaurant Ltd

**Qualifications:**

* BSc (Hons) Mathematics and Computer Science
* A-Levels: Mathematics, Biology, Chemistry
* GCSE’s: 10 at grade A – C including Mathematics and English
* Health and Safety Food Hygiene level 2
* OCN Catering level 2

**Interest & Hobbies:**

Keen in Martial arts which include Ju-Jitsu, Freestyle Kickboxing and amateur boxing. Enjoyed the fitness side to the arts, also the self-discipline, entering competitions, training and encouraging others. Also enjoy holidays abroad, love exploring new countries, trying local foods, customs and cultures.

**References – available on request**