

RACHAEL BABISTER

CONTACT

07788 137531

✉ rachaelbabister@gmail.com

SKILLS

- Attention to detail
- Time management
- Team worker
- Customer service
- Good communicator
- Willingness to learn
- Reliable
- Self-management
- Creative
- Sociable

EDUCATION

Alison Online Training (CDP)

Microsoft Excel Formulas and Functions
Ongoing

Udemy Online Training (CDP)

Wordpress Developer Course
HTML & CSS Course
Ongoing

Northbrook College, Worthing

BTEC HNC Graphic Design - Distinction
2002 - 2005

Guildford College

NVQ Level 2 Administration - Distinction
1995-1996

George Abbot School, Surrey

5 GCSE's - Grades A-C
1991 - 1996

PROFILE

With 19 years experience of maintaining a business and working independently, I am now excited to enter back into working within a thriving company. As an energetic, social person, I enjoy working closely with people, whether this is with clients, suppliers or with colleagues. With a love of all things creative and attention to detail, I am also focused on providing a high level of customer service, adapting well to last-minute changes that clients may have. I enjoy and am quick at learning new skills and utilising them as much as possible.

WORK EXPERIENCE

Professional Cake Creator

Blush Bakes by Rach, West Sussex

April 2020 - Present

- Testing & developing new recipes to offer to customers, and at the request of customers.
- Listening to customer requirements.
- Care and attention to detail when creating intricate decorating skills.
- Maintain a clean working environment at all times.
- Comply with Food Hygiene standards.
- Ensuring ingredient stock levels are maintained and fresh.
- Managing pricing and profit margins.
- Managing business accounts.

KEY ACHIEVEMENTS

- Created a solid client base from scratch with significant repeat custom and new customers from recommendations.
- Set up a new business during COVID.
- Received a Food Hygiene Rating of 5.

Website & Graphic Designer

TwoTrick Web Design, West Sussex

2004 - Present

- Manage design projects from start to finish, gathering and defining the client's requirements, establishing their needs and ensuring projects run smoothly and kept within deadlines.
- Graphic Design projects, such as business logos and brand identity.
- Design and build websites using WordPress CMS, implementing templates and customising with CSS and HTML.
- Image optimisation for website use to ensure fast loading.
- Communicating with clients to establish budgets and deliverable schedules.
- Ongoing maintenance of clients' websites.
- Organising the purchase of domain names and hosting packages for clients.
- Proof-reading all design materials and website copy before being sent to print and going live.
- Working closely with suppliers, providing artwork and ensuring delivery schedules are met.

KEY ACHIEVEMENTS

- Self-taught myself coding skills that enabled me to start a business that has been trading for 19 years.
- Building and maintaining long-term relationships with clients.
- Keeping up to date with the skills and knowledge required for working in a fast-paced, changing world of web development.

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SKILLS

TECHNICAL

- Microsoft - Word, Excel, Outlook
- Adobe - InDesign, Illustrator, Photoshop
- Designing for print
- WordPress
- Proficient Computer Skills
- CSS & HTML

INTERESTS

- Netball
- Podcasts
- Reading
- Cooking

REFERENCES

Available on request.

WORK EXPERIENCE

Sing & Sign Teacher

Sing & Sign, Brighton

2011 - 2013

Jamie at Home Consultant

Jamie at Home, West Sussex

2009 - 2013

Account Manager

EDM Creative, West Sussex

2003 - 2004

Account Executive

Inter Relations.& Company, West Sussex

2000 - 2003

Receptionist / Secretary

Tuffin Ferraby & Taylor, Surrey & London

1996 - 2000

VOLUNTEER WORK

Committee Member & Co-Chair

St Lawrence Fair, West Sussex

2011 - Present

- Joined the committee in 2011; became Co-Chair in 2012 - 2016; became Co-Chair again in 2022.
- Organise the running of all events which happen in the 2 weeks prior to Fair weekend.
- Organise Fair weekend, ensuring all necessary equipment, products, and entertainment is booked.
- Hold monthly meetings with fellow committee members.
- Assign tasks to committee members and make final decisions on matters that arise.
- Design the programme that gets sent out to the village prior to the Fair, including the organisation of printing and delivery (circa 2,000 copies).
- Manage some of the Fair's social media accounts.
- Organise the advertising of events, including posters, social media, and website.
- Organise fundraising to ensure sufficient funds are available to run the Fair.

KEY ACHIEVEMENTS

- Successful delivery of one of the oldest fairs in the UK, which consistently attracts over 7,000 people each year.
- Being chosen repeatedly by the committee to be Co-Chair and therefore having full responsibility for overseeing the smooth running of the Fair.
- Managing the committee team effectively to ensure each individual is working to their strengths.

PTA Committee Member

Hurstpierpoint Pre-School, West Sussex

2011 - 2014