

ROBBIE FOREST

+447780653886 | robbieforestwork@outlook.com | <https://foresttechsolutions.net>

PROFESSIONAL PROFILE

Versatile professional with 8+ years of progressive administrative and business management experience supporting operations for organizations managing budgets exceeding £1M annually. Proven track record of implementing efficient systems, managing complex financial operations, and solving problems through creative use of technology and AI tools. Successfully built and scaled a business from concept to £8,000 monthly revenue in 6 months while maintaining meticulous attention to detail across bookkeeping, compliance documentation, and customer-facing operations. Skilled in digital tools, process optimization, and translating technical concepts into clear communication for diverse audiences.

Core Competencies: Financial Administration • Budget Management & Reporting • Process Implementation • Problem-Solving & Troubleshooting • Customer Support • AI & Digital Tools • Documentation & Compliance • Website Management • Data Accuracy & Quality Control

PROFESSIONAL HIGHLIGHTS

- Managed complete financial operations for international NGO with £1M+ annual budget, including bookkeeping, payroll processing, VAT returns, and financial reporting with zero compliance issues
- Grew food production business from startup to £8,000 monthly revenue in 6 months, achieving Great Taste Award recognition while managing all administrative and customer-facing operations
- Implemented comprehensive Google Workspace environment and file storage system for international organization, streamlining collaboration and document management
- Developed 10+ websites/webapps using AI-powered tools and modern frameworks, demonstrating rapid technical learning and adaptability

PROFESSIONAL EXPERIENCE

Director | ForestTech Solutions | September 2025 - Present

Web development consultancy specializing in AI-powered solutions for small businesses

- Design and develop custom websites and web applications for small business clients using Lovable and LLM technologies
- Leverage AI tools to enhance development efficiency and deliver innovative digital solutions
- Manage complete project lifecycle from client consultation through deployment and support
- Built portfolio of 10 websites demonstrating technical versatility and problem-solving capabilities

Director | Fermented For You, Thornton | October 2023 - August 2024

Artisan food production company specializing in fermented products

- Scaled business from concept to £8,000 monthly revenue within 6 months through effective operations management and customer engagement
- Managed end-to-end production of 5 product varieties while maintaining rigorous quality standards

- Achieved Great Taste Award recognition through attention to detail and quality control processes
- Handled complete bookkeeping, financial management, and regulatory compliance
- Conducted face-to-face customer sales at markets, building strong customer relationships and gathering product feedback
- Implemented detailed HACCP compliance documentation systems ensuring food safety and regulatory adherence

International Programme Assistant | Water Witness International, Edinburgh | May 2015 - October 2017, November 2018 - September 2020

International development NGO focused on water resource management (4+ years total)

- Managed comprehensive financial operations for organization with £1M+ annual income, including bookkeeping, budget tracking, financial reporting, payroll processing, and VAT returns
- Implemented Google Workspace environment and file storage system, significantly improving organizational efficiency and collaboration
- Created and maintained website content for international audience, ensuring clear communication of program objectives
- Produced graphics and visual materials for approximately 20 reports and communications, enhancing professional presentation
- Maintained meticulous financial records and meeting minutes requiring exceptional accuracy and attention to detail
- Supported international programs across multiple countries and stakeholder groups

Independent Travel & Documentation | February 2011 - June 2014

Long-distance cycling expedition across multiple continents

- Cycled approximately 30,000 kilometres across 27 countries, demonstrating exceptional problem-solving and adaptability
- Documented expedition through blog, videos, social media, and published book, developing strong storytelling and content creation skills

EDUCATION & QUALIFICATIONS

- BSc with Honours in Physiology (2:2) - University of Edinburgh

TECHNICAL SKILLS & TOOLS

- AI & Development Tools: Lovable, LLMs, n8n, Zapier; website creation and maintenance
- Business Software: Google Workspace, Microsoft Office Suite
- Financial Systems: Bookkeeping software (Xero, VT Transaction), payroll systems, VAT
- Digital Skills: Website management, graphic design, content creation

REFERENCES

Roberta Kovacs | Fermented For You

Tel: +44(0)7547530002 | Email: robertakovacswork@yahoo.com

Nick Hepworth | Water Witness International

Tel: +44(0)131 662 8546 | Email: nickhepworth@waterwitness.org