

# BETHAN GRANEY

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I am a highly motivated individual with an enthusiastic ability to build great relationships with people. I enjoy the challenge of working using my own initiative to reach an end goal with the passion to also support the wider team. I have excellent communication skills which I have demonstrated and successfully delivered in my previous roles.

## Education

### GCSE Results

Mathematics 5 Religious Education 4  
English (Lang) 6 Geography 4 English (Lit) 6 Art & Textiles 7 Science 66 Design & Technology 5 BTEC

Public Services Level 3 Extended

Diploma DDD\*

### Others

Level 1 in Food Safety and Hygiene Level 1 in Health and Safety

## Work Experience



### Executive Assistant – Mahre Holdings

October 2022-Present

- Prepare and edit correspondence, communications, presentations and other documents.
- Providing efficient and confidential support to the directors.
- Design and maintain databases.
- Onboard new staff using HR database.
- Liaise with managers in regard to hiring processes and updates.
- Complete checks on new staff and collate new starter documents.
- File and retrieve documents and reference materials.
- Assist the Managing Director in preparing for audits.
- Prepare all documentation and materials for the Food & Drinks Expo Birmingham.
- Collect and collate market research.
- Manage and maintain the social media page. Manage and maintain executives' schedules, appointments and travel arrangements.
- Arrange accommodation for contractors and employees weekly.



### Paralegal – Kinetic Law

February 2022-October 2022

To work alongside Solicitors to support the development of various cases.

Case planning including interviewing clients to gather facts. Draft and analyse legal documentation to ensure they are completed in line with relevant law and ensure they meet regulatory compliance. Communicate with all parties associated with each case to ensure all documentation is signed and the client receives the settlement in a timely manner. Dealing with various issues which arise in cases. Looking at the root cause and creating a solution.

## Professional Skills

- Beginner knowledge of SAGE
- Excellent knowledge of Microsoft Office
- Data entry & documentation
- Communication tools

## Personal Skills

- Time management
- Leadership
- Adaptability
- Self motivated
- Enthusiastic
- Interpersonal skills

### Supervisor- Firepit

May 2021-February 2022

- To manage the day to day running of the restaurant.
- Open up the premises each morning and ensure the restaurant was ready for customers.
- Supervise the whole team including front of house staff, bartenders and kitchen staff to ensure that customers received the very best service when visiting.
- Closing duties which included cashing up of tills, ensuring restaurant was clean and ready for service the following day.
- Training of staff in customer service including complaint handling.

### Customer Assistant -Tesco

March 2020-May 2021

- Throughout lockdown worked as a key worker for Tesco Supermarket.
- Interacted with customers whilst on working on the checkout.
- Supported with elderly customers during lockdown in the vulnerable customers hour to help with their shopping requirements.
- Supporting instore promotions and ensuring store is clean, tidy and sanitised.
- When stock levels were low due to the pandemic, supporting customers with alternative products. Supported with local food bank collections in store to support people in need.

### Waitress - Blackburn Rovers Football Club

June 2019-September 2023

- Working match days and events in hospitality suites.
- Serving food and drinks to attendees and ensuring service was of a high standard.
- Worked in the VIP suites with various guests including club owners, players, sponsors and senior management.
- Supervising a team of waiting on staff throughout the event to ensure each day/event runs smoothly. Ensuring that guests with allergies receive the correct food and do not come into contact with any food which could cause problems.