

Professional Summary

have always been described as an over achiever and ambitious, always striving above and beyond to achieve any goal or task appointed to me, to the best of my ability, and always to my own personal high standards. I do not accept failure and will always aim to accomplish more than what is asked of me. I have a positive attitude and outlook on all aspects of my day and will always go that extra mile to ensure customer and management satisfaction. My greatest strength is my organisational skills which I apply to all aspects of my working day and I enjoy providing the extra care and attention that goes into impressing those around me. My optimism and enthusiasm for all I do shines and I believe increases morale for my colleagues, making me easy to work alongside in all environments.

Skills

- 6 years of Management, HR & Executive Assistant experience at a large company and head office level
- Fully Computer literate, MS Office Suite and Google Suite, Wordpress and Adobe.
- Strong event planning skills, alongside impeccable customer service manner and strong interpersonal skills
- Experienced and capable executive assistant, including but not limited to Diary management, minute taking, organisation and time management, travel booking and expenses.
- Keen eye for detail and adheres to utmost confidentiality
- Data analytics and confident presenter/public speaker
- Excellent problem solving skills and ability to work well under pressure and thrives in such work environments

Work Experience

2023 - Present **Executive Assistant** **Amazon UK**

Executive Assistant to site director at fast paced Amazon Fulfilment Centre.
Scheduling & Calendar Management, Travel & Expense Co-ordination, act as site Liaison for high profile visits and guests, event management both social and corporate events,

2018 - 2023 **Executive Assistant to Director of Education** **Star Academies**

Provide executive assistance to director and their senior leadership teams across 3 large secondary schools, including but not limited to: Diary management, minute taking & follow up actions, liaising with key stakeholders, internal and external correspondence, travel and expense management. Responsible for 6 members of staff, their line and performance management.
HR Lead, experience in managing sickness absence, discipline, and grievance, production and implementation of policies and procedures
Lead on admissions & marketing (website and social media) and event co-ordination (charity events and external VIP events)

2015 - 2018 **Executive Assistant to Site Director** **Perrys Motor Sales**

Executive Assistant to Dealer Principal & their senior management across 5 sites and multiple brands
Creation and Distribution of Marketing Material to relevant customers, including Website, Email, Direct Mail, Phone Calls, SMS and Press Bookings.
Organisation and Co-ordination of Dealership Events both off-site and on-site.
Diary Management, travel organisation
Social Media Management

2013 - 2015 **Character and Parade Performer** **Disneyland Paris**

Throughout my employment at Disneyland Paris I was responsible for "creating the magic" for our guests across 2 parks.
I performed as well-known Disney face characters whilst also performing as a dancer on various parades and shows within Disneyland.
Displaying excellent interpersonal skills, I entertained guests through interaction and performances.



Rebecca Rose Sagar

Education

2005 - 2010
St Bedes RC High School
GCSE 3 A*'s, 8 A's, 3 B's
14 GCSE including A's & B's in English and Maths:

2010 - 2012
Runshaw College
A Levels A, B, C
Sociology, English, Business Studies

2020 - 2021
GP Strategies
Level 4 Distinction
Business Professional Level 4 Apprenticeship

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