

AMELIA JAMES



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ameliajames163@gmail.com



Manchester, UK.

HELLO,

I am a genuinely hard-working individual, known for my impeccable work ethic and high standards of customer service. I am always the first to step forward, and will support the team wherever I am needed. I am a quick learner and regularly search for classes and learning materials to further my skillset and industry knowledge. I am looking for a career change into something of substance, somewhere I can be proud to work. I am confident I will excel in whatever role I am in, as I truly value a job well done, there are no half-attempts when it comes to my quality of work.

Working within the aviation and travel sector, I oversee the application and completion of security passes and escorts for staff and visitors, including 5 year background history checks. It is vital each application is scrutinised, and all inconsistencies are rectified and explained, as a matter of safety and national security. Due to the sensitive nature of the required documents, GDPR guidelines and protocols must be adhered to at all times. I am familiar and comfortable with complex paperwork and legal requirements, and always ensure documents are submitted accurately and as soon as possible. With enough preparation and effort I believe all deadlines can be met, and do everything in my power to achieve this. You cannot be caught off guard if you are always prepared.

I currently work directly with the CEO managing daily operations, financial reporting and business & customer relations. I identify potential opportunities and arrange meetings and venue visits for prospective partnerships. I have a naturally approachable personality which aids in smooth negotiations, often resulting in successful up-sales and business deals. I have sourced valuable contacts which have led to further growth for the company internationally. I am the responsible person when the director is OOO, and I am proud to be the first point of call for further work or technical questions and troubleshooting.

During my work with the internal marketing at Meta, I would script, host and tailor the livestream show to the focus HQ requested, which was then broadcast to the international team. We would liaise with the sales throughout, dealing with late minute additions, final changes and worldwide current events. During these meetings I would be the minute taker - providing action plans for the upcoming days, monitoring the completion of said points and chasing where needed. Content would include video, voice over, music and visual graphics for social posts. I am very confident with audio and video software and equipment, and given my tech background, I can pick up new technology with ease.

As a manager, my style is "lead by example" - working with the team to achieve our goals. I am organised and a clear communicator, offering solutions and striving to be as inclusive and supportive as I can be. Being part of the LGBTQIA+ community, I consider myself open and welcoming to all. I am the organiser of a Manchester based queer community group with over 2,700 members, of which I am putting together a fundraiser for in 2025. I am working with several recognisable Manchester businesses, to create a space suitable for all while raising money for a good cause. I am also a big advocate for accessibility and inclusion; studying British Sign Language, taking part in charity fundraising for the mental health charity, Mind, and hosting Macmillan Coffee Mornings in my free time.

I have worked hard to build a reputation of reliability, adaptability and industriousness over my 15 years of work experience. I believe it has provided me with the skills and confidence to be the ideal candidate for this role as an Executive Assistant, I tick every box and more.

I am looking for my future career and to be part of a team I can be proud of; in a company where I can grow, excel and flourish. I would love the opportunity to talk to yourselves about this role in greater detail.

I look forward to hearing from you, and have a great week!

Many thanks,

AMELIA JAMES



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MANAGER & CUSTOMER RELATIONS EXPERT

HELLO!

I am a versatile and highly motivated with vast experience in tech, customer service and team & venue management. I have developed strong interpersonal skills and have become known for my positive energy and dedication to my work.

I have worked in a variety of sectors including sales, marketing, tech, education and film & entertainment to name a few.

I can work independently or as part of a team, and I am always professional, approachable and willing to help.



Phone

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Email

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Address

Manchester, UK.

MY SKILLS

CORE SKILLS

Leadership
Organisation
Clear Communication
Venue & Team Management
Event Planning
GDPR

SOFTWARE SKILLS

Office- Excel, Word, PPT etc.
BrightHR
Canva & Adobe
Audio & Video recording software
Excellent PC & Tech literacy

LANGUAGES

Native English Speaker
BSL
JLPT N5

CERTIFICATES

Fire Marshall -March 2026

Clean Driving Licence
Clean DBS

HOBBIES & INTERESTS

Formula 1 | Horticulture | Gaming | Reading

RECENT EXPERIENCE

JULY 2023
PRESENT

GAMES MASTER (BASE MANAGER) GAMING POINT INTERNATIONAL

Training, venue & team management, tech & software maintenance. Marketing and business relations. Security pass applications.

JUNE 2022
JULY 2023

VR MASTER DNA VR

Customer facing, monitoring and fixing tech & software issues. Hosting large events. Solo and team shifts. Opening and closing venues.

JUNE 2022
SEPT 2022

GAME SPECIALIST FRESH MOVEMENT

Reviewing Meta Quest games for internal sales team at META, scripting & hosting livestreams and recording interviews and content. Monitoring deadlines and minute taking.

MAY 2021
JUNE 2023

ACTOR | VO ARTIST | STREAMER FREELANCE & AGENCY

Working in TV, film, animation, print and radio with brands such as Intel, Coca-Cola and Barclaycard. Organising bookings and calendar.

JUNE 2021
SEPT 2019

TEACHING ASSISTANT ARK ATWOOD & ST THOMAS MORE

Supporting KS2 to KS4 SEN students, personal care, and differentiation. Teaching 1:1 English and Maths lessons.

MY EDUCATION

JULY 2019



BACHELOR OF FINE ARTS UNIVERSITY OF CENTRAL LANCASHIRE