

Stephanie Jackson

Business Management Student | University of Liverpool

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Professional Summary

Highly motivated Business Management 4th year undergraduate with strong experience in corporate communications, event coordination, and content creation gained from a 13-month placement at Hewlett Packard Enterprise. Proven ability to manage multiple projects across teams, demonstrating adaptability, problem-solving, and advanced interpersonal skills. Recognised for professionalism, teamwork, and delivering consistent, high-quality results in fast-paced environments.

Work Experience

01/07/2024 – 31/07/2025: Communications and Programme Intern – Hewlett Packard Enterprise, London

- Independently managed Hewlett Packard Enterprise's (HPE's) luxury suite experience at Tottenham Hotspur Stadium for 31 matches, organising the invites, approvals and ticketing process for approximately 540 of HPE's customers. I coordinated 8 separate business teams to ensure fluid communication between senior leadership and global external parties.
- Facilitated HPE's annual Partner Training Day at Tottenham's training centre, arranging itineraries, merchandise and guest lists for the day, ensuring teamwork in a fast-paced, cross-functional environment.
- Drove and managed HPE's annual international corporate volunteering initiative across 15 sites coving the UKIMEA region, liaising with external charities, ensuring effective cross-cultural communication and empathy, coordinating hosts, and managing financial budgets to ensure the event ran smoothly.
- Led the planning and execution of two Resource Group full day events, organising all logistics for internal and external representatives, including invitations, agendas, panel discussions, and workshops, ensuring efficient communication and a well-structured event flow.
- Created an internal magazine for HPE, showcasing company culture across four key areas, conducting interviews with employees across UKIMEA to capture personal stories, and increasing magazine views by 233% (5938 views) compared to the previous year due to strong use of journalism techniques, research, excellent writing and interpersonal skills.
- Winner of 'Players Player', a peer nominated award in recognition of my dedication and support to my team and peers.

09/2021 – 09/2022: Front of house team member - The Hideaway, Bristol

- Delivered excellent customer service by warmly greeting guests, addressing dietary needs, and building strong relationships with returning customers.
- Demonstrated strong communication and digital skills when taking orders using a multifunctional till and iPad, upselling menu items, and ensuring a smooth and enjoyable dining experience.
- Adapted quickly to leadership roles on the floor, multitasking efficiently to support team operations and maintain customer satisfaction during busy periods.
- Proactively trained in barista and bartending duties, enhancing my skill set by preparing a variety of coffees and cocktails with attention to quality and presentation.

09/2016 – 09/2018: Volunteer Assistant – Girlguiding and Brownies, Bristol

- Volunteered for two years as part of the Duke of Edinburgh Award, attending weekly sessions to support and engage with members.
- Led group activities and delivered presentations, enhancing leadership and public speaking abilities and developing an effective communication style.
- Strengthened team management skills and demonstrated adaptability during residential trips, supervising and coordinating activities.

Education History

09/2022 – present: BA (Hons) Business Management degree with Placement Year, University of Liverpool

- On track for a First-Class degree

09/2014 – 07/2021: A-levels and GCSEs, Bristol Free School

- A-levels: Psychology – A*, Sociology – A*, Economics – A
- GCSEs: English Language – 6, English Literature – 6, Maths – 5, Science – 7,6, Business – 7, Drama – 9, Geography – 7, French – 6
- Winner of 'Mrs Grafter'; an Academic award showcasing my commitment and consistency to my studies.
- Bronze and Silver Duke of Edinburgh award.

Skills

- Proficient in Adobe software including Premier Pro, After Effects, Photoshop and Illustrator.
- Practiced in camera and filming equipment usage (HPE placement).
- Proficient in Microsoft Excel, Word, PowerPoint and Teams.
- Financial budget management.
- Event coordination/project management.
- Experienced barista and bartending skills.
- Full UK Driving Licence (DVLA)

Hobbies

- Running and reading joining many social run clubs and book clubs in London and Liverpool.
- Water sports activities – surfing, body boarding and snorkelling.
- Travel - Independently funded and planned a 3-month trip during my gap year, visiting multiple countries. This experience strengthened my confidence, cultural adaptability, and problem-solving skills, while fuelling a lasting passion for exploring new places and cultures.

References available upon request