

EVENTS | SALES | BUSINESS STRATEGY | COMPANY MANAGEMENT

Confident and adaptable with a proven track record of driving business strategy and revenue, managing successful projects and delivering high quality events. Proud philanthropist who is passionate about bringing change and sustainability. Skilled linguist, ardent traveller with an ability to immerse into any culture or environment. Avid scuba diving in structure who has supported dive trips and events across the Globe. People orientated, organised, with a keen eye for detail looking to bring business knowledge and practical experience to a sales and management opportunity.

SKILLS & EXPERTISE

Project Management	Team Player	Customer Service
Social Media Marketing	Organisation & Attention to Detail	Event Management
PADI Open Water	Languages (French, Arabic, Spanish)	Visionary & Creative

TRANSFERABLE SKILLS

- Planning and organisation: adept at meeting deadlines, multi-tasking and delivering results-based outcomes
- Communication and interpersonal skills: collaborative communicator focussing on solutions
- Analytical problem solver: driving successful results with research and analysis
- IT Proficiency: competent user of Microsoft office

SELECTED ACHIEVEMENTS

- Bringing change to over 3000 children as an advisor to Build Bonnie's Dreams
- Delivering 300 5\*rated events across Phi Phi Island, over a 4-year period

PROFESSIONAL EXPERIENCE

**The Meath Epilepsy Charity** 2020 – Present

**Support Worker, Surrey**

*Charitable Organisation supporting individuals with epilepsy fulfil live as independently as possible whilst at the same time fulfil their full potential*

- Support residents with all their well-being needs, facilitating inclusion to enable client access to community activities, facilities and services
- Ensured 100% compliance to safeguarding controls and procedures
- Performed direct personal care duties (dressing, assisting with mobility etc.) all in accordance with internal policies
- Provided essential emotional support, comfort and compassion by utilising excellent listening and empathy skills

**Freelance Scuba Diving Instructor** 2016 – 2020

*Took the opportunity to travel across the world, scuba diving in some of the world's most picturesque locations. During this period worked as a freelance dive instructor and supported on the film production of David Attenborough's Blue Planet*

- Diving Instructor with Princess Divers, Phi Phi Island, Thailand
- Instruct, train, coach and mentor future divers, ensuring health and safety standards are followed as a priority during all dives, displaying a calm demeanour to make clients feel comfortable during the training process
- Utilise language skills to effectively communicate with individuals from around the world
- Prepare dive equipment, overseeing maintenance and repair if necessary
- Organise events to promote the dive school and generate business

- Support the production crew with the filming of “Blue Planet”, providing information on the best dive sites, diver safety and location strategy
- During this period also conducted regular dives as a Free Lance Dive Instructor across Asia and the Pacific.

### **Filthy Habit Production**

2012 – 2016

**Founder & Owner**, Phi Phi Island, Thailand

*Premium brand event management company, trusted by over 10000 tourists globally*

- Develop marketing strategy to promote Filthy Hat Production Events working to tight budgets and optimising company ROI
- Design and run premium events including speedboat and private BBQ beach parties
- Ensure relevant health and safety and risk assessments completed for all events
- Liaise and negotiate with vendors and suppliers to deliver superior events whilst meeting cost objectives

During this period also conducted regular dives as a Free Lance Dive Instructor across Asia and the Pacific.

### **Build Bonnie's Dreams**

2011 – Present

**Co-Founder & Owner**, Cambodia

*Charitable Organisation supporting underprivileged children, improving livelihoods by raising funds for food, education and health care*

- Oversee the project management of a school building project in Phnom Penh
- Drive fundraising efforts to support various initiatives (£100,000 raised to date)
- Partner with local ambassadors/volunteers to ensure funds are distributed appropriately
- Manage the promotion of Build Bonnie's Dreams website to attract volunteers to support the Organisation

### **Liberty Island Consulting**

2011 – 2016

**Founder & Owner**, Barcelona, Spain

*Renewable energy consultancy start-up delivering customised solutions to clients, focussed on product purchasing and investment of renewable energy.*

- Grew portfolio of clients, providing tailored, strategic solutions to client needs
- Managed a team of 12 staff whose primary responsibility was to consult with our worldwide portfolio of clients.
- Offered investment consultancy advice to start-ups encompassing stocks and shares and other investment tools
- Developed website and marketing strategy for the business
- Maintained company accounts, payroll, policies and procedures as well as other duties associated with company ownership

### **Early Work Experience**

2000 – 2011

- **Sales Representative**, Beaver84, 2004-2008
- **Co-Founder**, Mash Up Cards, 2001-2005
- **Trainee Chef**, Combio Restaurant, 2000-2004

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## **EDUCATION AND QUALIFICATION**

GSCE, St Mark's School (2000)  
A-Level, Gleeblands School (2003)  
Catering Chef, Guildford College (2005)

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## **ADDITIONAL ACHIEVEMENTS/EXPERIENCE**

Emergency First Aid Responder  
Scuba Dive Master/Instructor  
Photo and Video Editing Proficiency