

# Hannah Bloggs

## Profile

A highly personable and sociable team member, benefiting from experience within the competitive events and sales industry that has required the ability to think on my feet, a high degree of numeracy, a practical approach to problem solving and the drive to see things through to completion. Possessing a determined approach in coping with long hours, prioritizing large workloads and meeting strict deadlines and targets.

I enjoy working on my own or as part of a team and see myself as meticulous, reliable, trustworthy and hardworking. Now I am looking for a role that will utilize my supervisory, organizational and customer service skills.

## Education

*September 2006 – June 2009* The University of Kent  
Bsc (Hons.) Psychology 2:II

*September 1999 – June 2006* The Ellen Wilkinson School For Girls London W3

### **A-Levels**

Drama: A, English Literature: B, Psychology: C

### **AS-Level**

Media Studies: B, General Studies: C

### **GCSE's**

1A\*, 3A's and 6B's

## Skills

Familiarity with Windows including Word, Excel, PowerPoint. Knowledge of databases including Salesforce and Contact Manager. Also comfortable with Mac programs, including Pages, Numbers and Keynote.

## Experience

### **INTERNAL SALES EXECUTIVE, THE GUARDIAN, LONDON, 2009 – present**

Working within Guardian Jobs as an account manager for primarily Charity clients.

Key responsibilities include:

- Client account management - speaking with all levels of the organisations from directors to trustees.
- Lead sourcing and generating.
- Updating all client details in our database.
- Negotiating packages and booking on adverts.
- Meeting monthly and quarterly financial targets, these range from £50,000 to £120,000 per month.
- Working both as an individual and supporting other team members.

**CREW MEMBER (FREELANCE), EAT TO THE BEAT, VARIOUS LOCATIONS, 2004 - 2009**

Eat to the beat is a global events and logistics company who provide a 5\* hospitality and management service for a variety events.

Last summer I took on the responsibility of front of house manager at the Hyde Park Wireless festival and the Red Bull Xfighters show in Battersea power station.

Responsibilities included:

- Onsite operational support.
- Liaising with clients to ensure their events were a success.
- Handling any issues and queries.
- Having a keen eye for detail.
- Managing a team of 10-15 waiting staff.
- I also spent a summer working in the office undertaking administrative support.

**BARISTA/WAITRESS, THE GULBENKIAN CAFE/BAR, CANTERBURY, 2007 –2009**

Working as part of the general waiting staff on the bar and front of house. Additionally provided support in the kitchen prepping the food and preparing lunch over the busy period.

**Interests and activities**

I've always been very active, taking part in a number of sports, particularly hockey, tennis and swimming. I joined the university ladies 1st XI hockey team and was also captain of the Saturday squad, where I organized matches and dealt with funding for travel and umpires. I also enjoy the theatre, whether it's performing, working backstage or just attending.

I have attended The Questors Theatre for many years where I have both performed and provided backstage support for many shows. Whilst at University I joined the Drama Society to carry this interest through. I've always enjoyed being sociable and attend the cinema and music gigs in my spare time with friends.

**References**

Provided on request.