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|  |  | SOphie WilkinsonBusiness Management and Marketing Graduate |
| ProfileHi, I’m Soph and I’m a 24-year-old NTU graduate with a 2:1 in Business Management & Marketing. In April 2023, I am relocating to Lincolnshire to be with my partner and am excited to find an employment opportunity where I can develop my skills and further my career.ContactPHONE:07486603413WEBSITE:[LinkedIn](https://www.linkedin.com/in/sophie-wilkinson24/)EMAIL:sofaa24@icloud.comOTHERIn 2020, I was diagnosed with Autism Spectrum Disorder; this means that I may struggle with certain aspects of day-to-day life however I refuse to let it hinder my employability opportunities. I am happy to discuss this further or to provide additional information should it be required, I was also advised by the Glenfield ASD team that material is available for future employers to ensure a seamless transition. |  | EDUCATION**Nottingham Trent University**September 2017 – September 2021BA[Hons] Business Management & Marketing Degree: 2:1Modules:* 1st Year: Accounting & Finance; Economics: Foundations of Managing & Organizing; Principles of Marketing; Enterprise & Business Development; Personal & Professional Development.
* 2nd Year: Buyer Behaviour; Research for Marketing; Integrated Marketing Communications; Managing & Organizing; Personal & Professional Development; International Business & Communication.
* 3rd Year: Research Project; Contemporary Issues in Strategic Market Management; Developing Professional Impact; Digital Marketing; Improving Customer Experience; Comparative International Management.

**Ashby School**September 2013 – June 201710 GCSE Qualifications, 1 AS Level and 3 A Level Qualifications.WORK EXPERIENCE[SMB Group] [Student Data Administrator][July 2022] – [February 2023]As part of the CIS/MIS department, I was responsible for ensuring that all students were correctly enrolled across the three campuses – this involved creating packs, locating the correct course codes, making sure they were signed up for the right level of qualification, checking they had the correct qualifications, approving any additional evidence needed based upon the waiver they selected and liaising with other departments to guarantee a seamless arrival for all parties involved. Additionally, I was responsible for inputting data onto ProSolution, making amendments wherever necessary, withdrawing/completing learners, uploading OTJ logs and Progress Reviews and assisting with any queries from tutors regarding their learners. Given that this was an office-based position, there was also plenty of filing which needed to comply with GDPR regulations as well as archiving and general office duties (e.g., stationary orders, scanning, photocopying). |

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| **Additional Qualifications*** Bronze Duke of Edinburgh Award
* RFU Leadership Silver Award
* Sports Leadership Level One Award
* Pareto Law Sales Fundamentals
* HM Government PREVENT Awareness Level 1

**Skills*** Motivated
* Articulate
* Computer Literate
* Hard Working
* Passionate
* Independent
* Resilient
* Excellent Communication Skills
* Driven
* Team Player
* Reliable
* Quick Learner
* Dedicated
* Organised

**References available on request** |  | **Work experience con.**[Leicester Tigers] [Season Ticket Executive][April 2022] – [May 2022]As a temporary member of staff, I was responsible primarily for season ticket subscriptions and trying to encourage as many people as possible to renew/sign up for the first time. This involved calling customers, emailing/replying to enquiries, and dealing with transfers from the general ticket office line. Additionally, I helped the Ticket Office staff on busy days by jumping on the phones and aiding callers – this was often regarding upcoming games, securing tickets for play off games, upgrading seats. [Babble Cloud] [Account Manager][December 2021] – [February 2022]As an account manager, you were given a set number of clients which you were ultimately responsible for – additionally, you had to make several outbound ‘cold’ calls to drive sales up as well as covering for colleagues whenever necessary. I also worked a stint in their customer service department answering the phones and dealing with customer queries/complaints to gain a better understanding of the company and how the four pillars tied in with each other.**[Field Sport UK] [Marketing Assistant]**[April 2021] – [November 2021]Within this role, I was primarily responsible for creating and posting content across their social media pages – this included interacting with customers in the comments sections as well as liaising with the other staff members to ensure that weekly targets are met and that the SMM campaigns are effective. I mainly worked from home with this position and found it allowed me to develop my creative skills as well as giving me valuable experience.**[Tesco] [DotCom Picker]**[March 2020] – [June 2020]**[Leicester Tigers] [Ticket Office Staff]**[October 2018] – [December 2019]**[Twycross Zoo] [Retail Assistant]**[May 2018] – [September 2018]**[Tesco] [DotCom Picker]**[December 2017]**[Saffron Catering] [Waitress]**[June 2017] – [September 2017]**[Scaddows Farm Shop & Café] [Waitress]**[June 2016 – September 2016]**Volunteering experience*** 7 years volunteering within the equine industry at both a riding school and a former race yard specializing in breaking/training horses, this involved me working directly with members of the public including adults and young children from a wide range of backgrounds, nationalities and included those with physical disabilities or mental impairments.
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