**Timothy Richards**

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**Personal statement**

A results-oriented professional with extensive experience in data entry, customer service, and administration roles. Demonstrated success in managing and processing high volumes of cases in a fast-paced environment. Highly organized with excellent communication skills and a focus on delivering quality and maintaining compliance with industry regulations. Proven ability to work effectively on several projects simultaneously, ensuring timely completion of tasks.

**Key Skills**

* Excellent communication skills, both written and verbal, with experience in liaising with internal and external teams.
* Strong problem-solving skills and ability to fully understand and resolve customer requests.
* Exceptional organizational skills and attention to detail, ensuring compliance with data protection laws and regulations.
* Ability to manage multiple tasks simultaneously and work effectively under pressure.
* Remote work experience, with the ability to self-manage and stay organized.

**Employment History**

**Events Manager, Self-Employed**

*(April 2016 – 2023)*

* Successfully managed and executed various events, ranging from corporate events to charity events and seminars.
* Negotiated with vendors and suppliers, prepared budgets and ensured adherence to KPIs.
* Supervised event staff, managed logistics, accommodation, schedules, travel and registration procedures.
* Created promotional material and delegate packs, oversaw procurement of security, audiovisual and catering needs.

**Video Editor, 3bet Network**

*(June 2007 – April 2016)*

* Edited videos for web-facing consumption, inputted graphics and sound to enhance footage.
* Full knowledge of Camtasia editing suite

**Data Entry Operator, Manor Cottages, Burford**

*(January 2000 – May 2007)*

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* Maintained and organized the company filing system, answered incoming calls and liaised with property owners.
* Typed all necessary documents and correspondence as required, printed any supplementary notes as required and ran professional errands.

**Education**

**Oxford Tutorial College**

*(September 1996 – August 1998)*

* 10 GCSEs, grade A-C, including Maths and English

**Hobbies and Interests**

Volunteering at local charity events, avid reader of both fiction and non-fiction and a keen chess player.

**References**

References are available upon request.