

Amy Reed

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Relevant Skills

- Time management and multitasking abilities.
- Ability to use a POS system quickly and effectively, prioritising customer satisfaction.
- Experience managing front desk operations, including answering phones, scheduling bookings, and maintaining office records.
- Highly organised with the ability to manage multiple tasks and priorities efficiently.
- Strong interpersonal skills and a team-oriented mindset.

Work Experience

Nanny- Athlete nannies and mannies

October 2024-Present

- Look after multiple primary school aged children, including picking them up from school and taking them to afterschool clubs.
- Prepare/cook meals.
- Complete simple domestic tasks (washing up, tidying, etc.)
- Engage the children in fun creative activities such as arts and crafts and board games.

General assistant- Rockup Ltd

July 2022- Present

- Managed front desk operations, including greeting customers, answering phone calls and addressing enquiries in a timely manner.
- Efficient use of the point-of-sale system.
- Oversee the well-being of customers in the climbing arena and ensure customer safety when using complex equipment.

Admin assistant- Stack London

July 2022- August 2022

- Organisation of the office/filing.
- Processing purchase invoices.
- Maintenance of a supplier contact database (Excel).

Education

Biomedical Science BSc- Kingston University

September 2024-Present

I achieved first class honours in my first year, with an average grade of 85%

Alevels- Havering Sixth form

September 2022- June 2024

Biology: B
Chemistry: C
Media Studies: B

GCSE- St Clere's secondary school

September 2021- June 2022

English Language: 8 (A*)	Maths: 7 (A)
English Literature: 8 (A*)	Biology: 7 (A)
History: 8 (A*)	Physics: 7 (A)
Chemistry: 8 (A*)	French: 7 (A)
Media Studies: 8 (A*)	Art: 5 (C)

Other:

I have taken part in the Pfizer online work simulation and gained knowledge/experience with:

- The molecule to market pathway
- Health economics
- Marketing
- Go-to-market strategy

References available on request