

JASMINE ELOISE RIGGINS

DATA & OPERATIONS ADMINISTRATOR | RETAIL & FASHION

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Right to work in the UK

PROFILE

Detail-focused data and operations administrator who has audited 5,000+ records at 99% accuracy and co-founded a London fashion label. Experienced in tracking stock and samples, managing budgets and working with external parties to close data gaps and meet deadlines. Strong Excel skills and a keen interest in how numbers turn into action in fast-paced retail.

KEY SKILLS

Data Accuracy & Auditing | Excel Data Tracking & Reporting | Inventory & Stock Tracking | Stakeholder Liaison (brands, suppliers, freelancers) | Budgets & Finance Admin | Scheduling & Coordination | Microsoft Office (Word, Excel, PowerPoint, Outlook) | Microsoft Dynamics | Google Workspace

WORK EXPERIENCE

Co-Founder, Contemporary London Fashion Label (name available on request)

| Dec 2024 - Present

- Track and secure 100+ high-value garments and samples per shoot, with zero inventory loss across all productions.
- Manage production budgets and use Excel to track brand data.
- Coordinate up to 12 freelance photographers, models and stylists per shoot, delivering 100% on time under tight deadlines.
- Plan and direct 3+ fashion campaigns and 15+ digital promotional assets, building brand identity across all digital platforms.

Credentialing Data Analyst and Auditor, Community Health Group | Feb 2023 - Aug 2026

- Audited and maintained 5,000+ confidential records (healthcare credentialing data) in line with data protection standards, achieving a 99% data accuracy rate.
- Reduced record completion turnaround by 15% by working with external stakeholders to close data gaps.
- Resolved queries across 40+ daily inbound and outbound calls with a 95% first-contact resolution rate.
- Trained and supervised colleagues on standardised templates and procedures.
- Used Excel, Microsoft Dynamics, Word and Outlook for reporting, data management and administration.

ADDITIONAL EXPERIENCE

- TikTok Social Media Content & Brand Strategy Work Placement (current): researching short-form content strategy and platform trends, and applying findings to brand and audience engagement.

EDUCATION

- Diploma in Business & Health Administration (US), Pima Med Institute - 2022