

CURRICULUM VITAE

Emily Wootton

PERSONAL DETAILS

Full Name: Emily Jessica Wootton
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Email: emily.wootton@yahoo.co.uk
Date of Birth: 2nd May 1993
Nationality: British

Profile:

I am a reliable person, a quick learner and self-motivated team player, always willing to go the extra mile in customer service.

I pride myself in being both loyal and trustworthy. I am conscientious, confident, and have a strong work ethic. I am out-going and enjoy interacting with others. I perform to a high standard when given the responsibility of completing tasks and learning new skills.

EMPLOYMENT HISTORY

September 2020 – July 2023 **Brighton University**
Student on BA Fine Art Printmaking degree course.

September 2019 – July 2020 **Salesian School – Chertsey**
Art technician.
Assisting in the daily running and organisation of GCSE art and photography classes. Supporting students with their artwork and learning. Managing display boards across the school. Taking stock checks and completing orders

March 2019 – September 2019 **Toshiba TEC – Chertsey**
Parts Coordinator (temp).
Assisting in the company's transition to Oracle software. Communicating with engineers in the field, recording movement of parts before and after repairs.

June 2017 – January 2019 **The Hand and Spear Hotel - Weybridge**
Head receptionist.
My main responsibilities consist of: Managing bookings for the hotel, restaurant and bar via phone and email. General administration, rate management, stock counting/control, cash and card handling. Access to a secure data base. Room inspections, completing customer requests. Replying to emails, printing, scanning, copying, invoicing. Responding to online reviews. Managing housekeepers daily. General customer service.

May 2017 – June 2017 **The Solar Rooms - Esher**
Receptionist, sun bed operator & tanning assistant.
My main responsibilities consisted of: operating sun beds, stock counting/control, spray tans. Sales - up-selling sunbed packages and retail. General cleaning. Training new staff – sun beds and computer system. Customer service.

August 2014 – May 2017

During this period I was mostly travelling and working in Australia, and some of South East Asia. I predominantly lived in Melbourne and Sydney but also spent a portion of my time travelling the East Coast of Australia, Thailand, Cambodia, Vietnam, Indonesia and Malaysia. Whilst in Australia I lived in some outback towns such as Alice Springs and rural Western Australia. In these towns, I worked for a care agency which dealt with elderly Aboriginal people. Some of the other work I experienced included largely barbering, and general hospitality. Below is a summary of my work experience during this period of travelling:

September 2014 – January 2015 Rag and Famish Pub and Bistro (Australia)

Bar staff and waitress

My main responsibilities consisted of: Bar work with food orders. Cash and card handling. Cleaning and opening/closing bar. High paced customer service

May 2015 – August 2015 Juniper Elderly Care (Australia)

Multi –skilled carer for elderly Aboriginal people.

My main responsibilities consisted of: Personal care - showering, dressing, grooming. Delivering meals on wheels. Transport to and from day centre. Transport to appointments. Assist them with weekly shopping. Cleaning their homes. Arranging and taking part in activities with them. General house checks and help.

January 2016 – December 2016 Urban Man (Australia)

Barber

December 2016 – April 2017 Scotch and Soda Barbers (Australia)

Barber

February 2014 – August 2014 County Care Independent Living Ltd - Surrey

Carer for people with a variety of learning and physical disabilities.

My main responsibilities consisted of: Personal care - showering and dressing. Transport and support with weekly activities - cinema, nights out, day/evening clubs, bowling, dinners out, days out etc. Assistance with transport and appointments. Medication assistance. General help and 'being a friend'. Lodging my own expenses.

February 2011 – February 2014 BHF Hairdressers - Weybridge

Trained and qualified as a hairdresser. Managed bookings and customers.

Between June 2010 and November 2016 at various times; Runnymede Hotel - Egham

Casual events waitress.

My responsibilities consisted of: serving customers food and beverages during wedding receptions, conferences, parties, and celebrations.

HOBBIES and INTERESTS

My main hobbies are art and photography. Gaining new experiences such as going to new places and trying different foods are also an interest. I enjoy crocheting, listening to music, reading and watching films.

ADDITIONAL INFORMATION

I hold a full, clean UK driving license. References are available on request.