

Sophie Borthwick

Marketing Assistant

A confident and highly organised Marketing Assistant educated to degree level with 2 years experience in retail and food services. Demonstrable communication skills, attention to detail and adaptability. A professional with a calm and pragmatic approach to problem-solving highlighted throughout my degree. Has the ability to work well both individually and in a team. Proficient with multiple softwares, such as Canva and Microsoft, with an eagerness for personal and professional development.

Ambition to join an innovative and dynamic company to progress in a career in marketing and journalism.

CONTACT DETAILS:

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EDUCATION:

University of Winchester (2016-2019):

BA Modern History:

- Whilst studying played Rugby for the University Women's Team

Archbishop Tenison's Sixth Form (2014-2016):

A-Level Qualifications: History: B,
English Language: B, Biology: E

Archbishop Tenison's CofE school (2009-2014):

GSCE qualifications: Biology: B, Chemistry: B,
English Literature: A, English Language: B,
Geography: B, German: D, History: B,
Mathematics: C, Religious Studies: C, Physics: B

OCR level 2 National Short Course Award in IT:

Distinction

Chartered Management Course Level 1 and 2

Entered Christ Church Cambridge History

Essay Competition

AREAS OF EXPERTISE:

- Google Suite
- Canva
- Microsoft Office Tools
- Song Pro
- Kronos
- Food Safety
- Audio Mixing

SKILLS:

Customer Service

Team Work

Visual Merchandising

Resilient

Problem Solving

Analytical

Adaptable

Communication

Organisation

Leadership

Time Management

Reliable

Work under pressure

Attention to detail

Eager to learn

EMPLOYMENT:

Marketing Assistant

Business Women in (BWi), Remote UK/ May 2021- Present

Working remotely as a Marketing Assistant for the newly founded BWi Foundation:

- Created a Brand Guide for the "Business Women in Foundation".
- Branding for the "Business Women in Foundation", including Logo Design and Colour Palette.
- Created Branding Templates for "Business Women in" Members.
- Created resources for the "Business Women in Foundaton".
- Researching and Writing Blog Articles based on the struggles women face in the working world.

Food Services Assistant

Sainsbury's Ltd, Winchester UK/ April 2018- April 2020

Counters Assistant, working on 5 counters, with experience working on the shop floor:

- Adhered to food safety protocols - Completed Level 1 and 2 Food Hygiene Certification.
- Preparation and cooking of food products.
- Trained to use slicer and machinery.
- Provided excellent customer service.
- Opened and closed counters.
- Replenishing shelves and organising counters deliveries.
- Handling complaints and forwarding them on.
- Conducting customer transactions.
- Worked individually and in a team on a daily basis.

VOLUNTEERING EXPERIENCE:

Volunteer

EM Performing Arts, Thornton Heath UK/ 2015:

- Filmed and photographed students for the end of year showcase.
- Created a brochure for the end of year showcase.
- Worked as front of house staff for the end of year showcase, included selling tickets and organising the raffle.

Projection and Sound Desk Operation

St Paul's Church, Thornton Heath UK/ 2011-2017:

- Responsible for the projection and sound during church services, weddings and funerals.
- Taught children and adults how to use the software for the sound and projection, this including Songpro.
- Set up the Songpro software used during church services.
- Created church service presentations using Songpro.
- Worked events such as summer fairs and concerts, including working in the ticket office.

Farm Assistant

Foal Farm, Biggin Hill UK/ 17th August 2015-23rd August 2015:





- Assisted in the daily running of the farm.
- Interacted with visiting public and staff on a daily basis.

Volunteer

Blue Cross Animal Hospital, London UK/ 23rd July - 28th July 2015:

- Aided staff during medical consultations, minor and major operations.
- Organised medicine cupboards.
- Delivered excellent customer service in a highly pressurised environment.
- Assisted in the running of kennels and cattery.
- Worked on numerous departments

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ADDITIONAL PROJECTS:

Thornton Heath Chronicle (Aug 2017):

- Wrote an article titled "What to take to University"
- Wrote an article titled "Going to University? - My University Experience"
- Liased with the Editor of the Thornton Heath Chronicle

INTERESTS:

- Playing Rugby
- Researching National and International Crises, such as the Refugee Crisis and ISIS
- Travel
- Music

Volunteer

Capel Manor Farm, Crystal Palace UK/ 7th October - 11th October 2013:

- Assisted in the daily running of the farm.
- Interacted with the visiting public and staff on a daily basis.
- Assisted workshops and seminars presented to the general public.

ADDITIONAL QUALIFICATIONS:

DVLA Driving Test: Full Clean Driving License

Amnesty International Online Course:

- Human Rights: The Rights of Refugees / January 2017

Open University Free Online Courses:

- Europe and the Law/ May 2020
- Does Prison Work?/ March 2020
- Criminology Beyond Crime/ March 2020
- Crimes of the Powerful/ March 2020

REFERENCES AVAILABLE UPON REQUEST